

**GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE
FOR SCIENTIFIC RESEARCH & TECHNOLOGICAL
INNOVATION PROJECT**

**Directorate of Science and Technology
Government of Mizoram
Mizoram Secretariat Complex
Khatla, Aizawl - 796001
Ph: 0389-2336159 Fax: 0389-2336139
E-mail: cso.dst-miz@gov.in
www.dst.mizoram.gov.in**

**Directorate of Science and Technology (DST)
Government of Mizoram**

**GUIDELINES FOR GRANT OF FINANCIAL ASSISTANCE FOR
SCIENTIFIC RESEARCH & TECHNOLOGICAL INNOVATION PROJECT**

1.0 Nature of Project Support

1.01 Scientific & Technological Studies and Surveys:

This includes support for carrying out S&T studies/surveys including techno- economic analysis, simulation modeling and studies etc; and development of S&T database, S&T resources, specific status reports etc.

1.02 Location Specific Research and Technology Development:

Identifying/projectising S&T programmes including support for development oriented location specific research and technology development.

1.03 Pilot Scale Demonstration Projects:

Pilot scale demonstration projects including field trials etc. based on technologies developed by S&T Agencies/Labs /Institutions etc. relevant to the State needs.

1.04 Joint Programming:

To evolve and support certain joint programmes focusing on multi-sectoral area based approach in cooperation with State, Central Institutions and NGO's. These areas should be so identified where S&T intervention could significantly improve the existing socio-economic conditions.

1.05 Industrial Problem:

This would include the problems faced by small/medium scale industries/individuals which are not in a position to invest in scientific research and development for their problems.

2.0 Eligibility criteria:

2.01 Institutions

2.01.1 All Research & Development Institutions in the State approved by Government of India's Department/Agency/University/ Deemed University will be eligible for the assistance.

2.01.2 UGC/AICTE approved Colleges, including autonomous as well as those affiliated to Universities.

2.01.3 Any other professional institution approved by Government of Mizoram.

2.02 Non Governmental Organizations with legal status as a Society registered under Societies Registration Act 1860 or Mizoram Societies Registration Act, 2005. It should have Science and technology based goals as the main part of its aims & objectives as clearly given in its Memorandum of Association.

2.03 Any technological innovators with projects having relevance for socio-economic development of the state.

3.0 Quantum of Assistance

Assistance for research work from R&D Institution/College, science based NGO's and innovators will be in the form of grant for necessary expenditure incurred towards such activities and the amount or ceiling of project grant will be determined on case to case basis by the Directorate of Science & Technology (DST).

4.0 Duration of the Project

The duration of the project should be 12 to 24 months and in no case should exceed 36 months.

5.0 Selection Procedure

5.01 Evaluation by the expert(s) in the prescribed evaluation proforma.

5.02 Selection by the Selection Committee as constituted by the Government from time to time.

6.0 Guidelines for formulating proposals

6.01 The proposal should clearly establish linkage of S&T to overall development of the State. The area identified should have potential to contribute in socio-economic upliftment of the people of State.

6.02 The proposal objective should be oriented to specific outputs, which could be possible to implement in the duration of 12 months to 24 months and in no case should exceed 36 months.

6.03 While writing the proposal, it should be ensured that scientific and technical details are clearly spelt out.

- 6.04 Proposals should have specific, concrete, quantifiable objective.
- 6.05 The proposals should be based on innovative technologies/ ideas. Major programmes of extension based on proven technologies are also not considered.
- 6.06 Results of ongoing and completed projects of the organization must be reflected in the formulation of new proposals.

All correspondence, including proposals may be sent to the following address

The Chief Scientific Officer
Directorate of Science and Technology
Government of Mizoram
Mizoram Secretariat Complex
Khatla, Aizawl - 796001
Ph: 0389-2336159 Fax: 0389-2336139
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7.0 General terms and conditions

- 7.01 The project will become operative with effect from the date of release of the first installment for the project.
- 7.02 The Principal Investigator should have at least 5 years teaching/ research experience. Each of the proposals should have PI and one or more Co-PI's.
- 7.03 The Principal Institution assumes financial and other administrative responsibilities of the project.
- 7.04 In case of multi-institutional project, formal agreement from the collaborating institutions/scientists should support the proposal.
- 7.05 International travel is not permissible under the project.
- 7.06 The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government.
- 7.07 It is proposed to maximize the use of equipment. In this connection, the Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users (research workers in other Directorate of Science & Technology sponsored projects or other projects).
- 7.08 The grants-in-aid will be utilized strictly for the specific programme and should be exclusively spent on the programme and within the time frame as specified in the sanction letter. Re-appropriation of funds from one stipulated head to another head

is not permitted without prior approval of Directorate of Science & Technology.

- 7.09 On successful completion of 1st year of research work, if there is any delay in disbursing the 2nd year installment by Directorate of Science & Technology, the concern institute/grantee should arrange to provide the necessary financial support (As approved by Directorate of Science & Technology) to the PI to continue the work and to complete the project as per the project time schedule and duration. Once the Directorate of Science & Technology grant is disbursed, the amount provided by institute/grantee shall be reimbursed accordingly.
- 7.10 If the Institution/grantee is unable to start the programme within six months of the receipt of the grants-in-aid, the approval shall ipso facto lapse. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as assistance to the latter institution.
- 7.11 The Institute/grantee 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 shall be used to procure equipment or for other purposes of the programme approved by the Directorate of Science & Technology.
- 7.12 The grants-in-aid released under these programmes cannot be spent on creating infrastructural facilities.
- 7.13 Directorate of Science & Technology reserves the right to terminate the project at any stage if it is convinced that the grants-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grants-in-aid was sanctioned.
- 7.14 The assets acquired out of the grants-in-aid shall be the property of the Institute/grantee. No assets acquired out of the grants-in-aid shall be disposed off without the permission of the Directorate of Science & Technology.
- 7.15 The grantee shall observe all financial norms and guidelines as prescribed by the Directorate of Science & Technology from time to time.
- 7.16 The Principal Investigator must furnish progress report of work on the project every six months in the prescribed format. The progress of the project will also be evaluated by the Directorate of Science & Technology in the prescribe proforma. In addition, the DST may depute its representatives to visit the Institute/project site

periodically for reviewing the progress of work and for suggesting such measures as to ensure early realisation of the objectives of the project if found expedient. On completion of the project, five copies of a consolidated report of the work done on the subject should be submitted.

- 7.17 The Principal Investigator must take steps to ensure that the Utilization Certificate and statement of accounts/expenditure for the grants-in-aid are submitted by the Institute/grantee at the end of each financial year as well as a consolidated statement of expenditure at the completion of the project.
- 7.18 If the Principal Investigator leaves the institution, retires, or goes on long leave, the institute/grantee will appoint another Principal Investigator to the programme, under intimation to the Directorate of Science & Technology immediately.
- 7.19 Institute/grantee wishing to publish books/research papers/popular articles based on the research work done under the projects should acknowledge the financial support received from the Directorate of Science & Technology.
- 7.20 Other terms and conditions will be there as applicable in State Government Institutes as the case may be.

8. Documents /Enclosures required with the proposal

- 8.1 Details of the proposals (5 nos. hard copy and soft copy)
- 8.2 Certificate from Investigator(s)
- 8.3 Endorsement from the Head of the Institutions (on letterhead)
- 8.4 Registration certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual report of previous two years. (Applicable only for NGOs)

9. Instruction for filling up the proforma

- 9.1 A-4 size (21 cms x 29cms) paper should be used.
- 9.2 Should be type as per the layout given in the format on both sides.
- 9.3 Should not skip reproduction of any section even if the answer is "Nil" or produced elsewhere.
- 9.4 Project title should be precise and should not exceed normally 20 words within two lines.

- 9.5 Expected total duration of the project should normally be 12 to 24 months and in no case should exceed 36 months.
- 9.6 If project is to be executed by more than one and/or requires regular inputs from other scientists, names of collaborating institutions/scientists may be listed.
- 9.7 Telegraphic language should be used to the maximum extent possible for objectives, work plan, methodology, expected outcome, etc.

SCIENTIFIC RESEARCH & TECHNOLOGICAL INNOVATION PROJECT

A. IDENTIFICATION

1. Project title :
2. Broad Area :
3. Duration of project :
4. Total Cost of project :
5. Principal Investigator
 - 5.1 Name :
 - 5.2 Designation :
 - 5.3 Address :
 - 5.4 Date of Birth :
 - 6.5 Sex (M/F) :
6. Co-Principal Investigator(s)
 - 6.1 Name :
 - 6.2 Designation :
 - 6.3 Address :
 - 6.4 Date of Birth :
 - 6.5 Sex (M/F) :
7. Capability of the Investigator / Organisation:
 - (a) Expertise available / Experience
 - (b) List of on-going and completed projects.

B. TECHNICAL DETAILS

1. Background

- 1.1 Description of problem
- 1.2 Review of work already done
- 1.3 Rationale for taking up the project
- 1.4 Relevance to State priorities / State needs

2. Challenge & Constraints

3. Description of Proposal

- 3.1 Objectives of the project
- 3.2 Preliminary Investigations done (if any)
- 3.3 S&T component in the project
- 3.4 Linkage with S&T Institutions/NGO's/resource persons/ R&D organisation/ Industry/ University / College for technical backup
- 3.5 Other organizations / innovators working in this area
- 3.6 Methodology detailing stepwise activities and sub-activities.

4. Work Plan (Per-Gantt chart)

Work plan should be provided as per 'Per-Gantt chart' giving names of each work to be implemented month-wise.

5. Output of the Project

Give output of the project in terms of machinery, tools or innovations and how it will be beneficial or can be utilized for economic development of the state.

6. Likely Impact

State how the project will have impact for economic development of the state.

7. Parameters for monitoring effectiveness of project

Give notes on how the project outcome will have impact on socio-economic development.

8. Suggested Post Project Activities

Give suggestions for activities after the project is completed like plan for marketing, practical utilization of the product, etc.

C. BUDGET ESTIMATES

- 1. Budget Summary
- 2. Detailed Budget Estimate of each item with Justifications each (like consumables, materials, travel, manpower, etc.)

D. PROFORMA FOR BIODATA OF INVESTIGATORS

Principal Investigator

- A. Name :
- B. Date of Birth :
- C. Institution :

- D. Whether belongs to SC/ST :
- E. Academic career :
- F. Award/prize/certificate etc. won :
- G. Publication (Numbers only) :
 - Books :
 - Research Paper :
 - Reports :
 - General Articles :
- H. List of completed and on-going projects:

Co-Principal Investigator(s)

- A. Name :
- B. Date of Birth :
- C. Institution :
- D. Whether belongs to SC/ST :
- E. Academic career :
- F. Award/prize/certificate etc. won :
- G. Publication (Numbers only) :
 - Books :
 - Research Paper :
 - Reports :
 - General Articles :
- H. List of completed and on-going projects:

Date :
Place :

(NAME OF INVESTIGATOR)
With Signature & Seal

CERTIFICATE FROM THE INVESTIGATOR

PROJECT TITLE

1. I/We agree to abide by the terms and conditions of the Directorate of Science & Technology, Government of Mizoram.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that permanent equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not require financial support under this project, for procurement of these items.
4. I/We undertake that spare time on permanent equipment will be made available to other users.
5. I/We have enclosed the following documents.
 - (a) Details of the proposals (5 nos. hard copy and soft copy)
 - (b) This certificate from the Investigator
 - (c) Endorsement from the Head of Institution
 - (d) Registration certificate, Memorandum of Association, rules and regulations of the Institution, audited Balance sheet and Annual report of previous two years. (Applicable only for NGOs)

Date :
Place :

(NAME OF INVESTIGATOR)
With Signature & Seal

ENDORSEMENT FROM THE HEAD OF INSTITUTION

(TO BE GIVEN ON LETTER HEAD)

PROJECT TITLE

1. Certified that the Institute welcomes participation of Shri _____ as the Principal Investigator and Shri _____ as the Co-Principal Investigator(s) of the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Principal Investigator(s) will assume the responsibility of the fruitful completion of the project.
2. Certified that the equipment, 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.
3. Institute assumes to undertake the financial and other management responsibilities of the project.
4. On successful completion of 1st year of research work, if there is any delay in disbursing the 2nd year installment by Directorate of Science & Technology, the concern Institute should arrange to provide the necessary financial support (As Approved by Directorate of Science & Technology) to the PI to continue the work and to complete the project as per the project time schedule. Once the Directorate of Science & Technology grant is disbursed, the amount provided by institute shall be reimbursed accordingly.

Name & Signature of
Head of the Institution with seal

Date :

Place :

FORMAT FOR PROGRESS REPORT FOR DIRECTORATE OF SCIENCE & TECHNOLOGY FUNDED PROJECT

Date of Sanction: _____

1. Principal Investigator :
(Name & address)
2. Programme Title :
3. Date of commencement of the Programme :
4. Duration of Project :
5. Amount sanctioned :
6. Amount released :
7. Details of Expenditure :

Sl. No	ITEM	BUDGET (IN RUPEES)		
		1 st	2 nd	Total
1.	Recurring			
2.	Non-Recurring			
3.	Permanent			
4.	Equipment			

8. Whether there is any deviation from the purpose for which:
grant was released. If so detail of amount to be given
9. Give details of the activities carried out during the year:
 - 9.1 Details of individual activities:
 - 9.2 Outputs of significance:
 - 9.3 Details of training imparted (if any):

Date:

Principal Investigator
(Signature & Seal)

Co-PI
(Signature & Seal)

Head of Institution
(Signature & Seal)

PROFORMA FOR EVALUATION OF PROPOSAL

Title of the project :
 Name of PI :
 Name of Co-PI :
 Broad Subject Area :
 Date :
 Points for evaluation :

Sl. No.	Criteria	Remarks	
1	Work proposed is original & innovative?	Yes / No	
2	Financial assistance asked is justified?	Yes / No	
3	Is the proposal relevant as a State Specific Problem for S&T		
4	Is the proposal suitable for recommendation for assistance? or any modification suggested		
5	Recommended amount for Sanctioned		
		1 st Year	2 nd Year
	Consumable		
	Travelling		
	Equipment		
	Other (specify)		
	Total		
6	Any other comments		

Name of the Evaluators with signature

Note: Attach separate sheet if necessary.

PROFORMA FOR EVALUATION OF PROGRESS REPORT

Title of the project :

Broad Subject Area :

Points for evaluation :

Sl. No.	Criteria	Remarks
1	Work carried out is satisfactory & upto the mark	Yes/No
2	Work carried out is in the line of set objectives of the proposal	Yes/No
3	Project shall be continued	Yes/No
4	Assistance for the subsequent year shall be released?	Yes/No
5	Any specific suggestions	

Date:

Signature and Name of the Evaluator

Place:

Name of the Institute of the Evaluator

Note: