

DBT:IC-IMPACTS PROPOSAL SUBMISSION PROFORMA

[This document shall be completed and submitted to the Department of Biotechnology (DBT) for Indian Investigators by the Project Lead/ Principal Investigator, in consultation & agreement with Counterparts from Canada]

General Instructions:

- All fields are mandatory
- Kindly read the footnotes carefully and furnish information/ data, accordingly.
- Avoid duplication of information & data in submission
- All the enclosures shall be searchable with bookmarks to each heading. Scanned enclosures shall not be acknowledged except for page(s) which bear signature(s) on it
- All sections of this proforma must be completed. If the space provided is not sufficient, attach additional supporting materials as necessary. Page numbering and headings of any supplementary material must match corresponding sections in filled-in proforma.
- Make sure that all investigators shall thoroughly understand the requirements of participation & funding before filling this proforma
- Project shall not be entertained further, if it is incomplete in any one of the requirements mentioned herein
- Project must be written in plain English, and shall be submitted within the **limit of 27 pages** (including enclosures)

<u>SR. NO.</u>	<u>PARTICULARS</u>
1.0	TITLE OF THE PROJECT <i>(Title must be identical in both the Indian and Canadian applications)</i>
2.0	PROJECT ACRONYM <i>(Acronym must be identical in both the Indian and Canadian applications)</i>
3.0	GENERAL INFORMATION
3.1	Duration of the Project <i>(in months)</i>
3.2	Proposed cost of the project <i>[Cumulative (non-recurring & recurring), as well as segregated project cost proposed for Indian and Canada participants In INR]</i>
3.3	Keywords <i>[at least six (6), which precisely describe the proposal]</i>
3.4	Abstract <i>(NMT 180 words)</i>
3.5	Objectives of the proposal <i>(only one liner, must be interdependent, and to be submitted as bullet points NMT 100 words)</i>
3.6	Does this proposal (or a very similar one) been submitted considered/funded in past 2 years? [--YES/NO--]



		If Yes , how the present proposal is different from the already considered earlier?
4.0		LIST OF PARTICIPATING ORGANIZATIONS (<i>from India & Canada</i>)
5.0		WHETHER YOUR ORGANIZATION'S LEGAL STATUS IS [<i>to be submitted for each participating (including counterpart from Canada)</i>]
5.1		A public body (Government or Government autonomous body, State, Aided, etc.)? [--YES/NO--]
5.2		A non-profit? [--YES/NO--]
5.3		An international organization? [--YES/NO--]
5.4		A secondary or higher education establishment? [--YES/NO--]
5.5		A research organisation? [--YES/NO--]
5.6		A private/ NGO(s) [--YES/NO--]
5.7		Other than the mentioned above [--YES/NO--] (<i>if yes, provide details thereof</i>)
6.0		PARTICIPATING INVESTIGATORS
6.1		Name & designation of Project Lead/ Co-ordinator, Date of Birth, Date of Superannuation & Complete Contact Information (<i>including institutional affiliations, e-mail & cell number</i>)
6.2		Name & designation of Principal Investigator(s) & Co-Principal Investigator(s), Date of Birth, Date of Superannuation & Complete Contact Information (<i>including institutional affiliations, e-mail & cell number</i>)
6.3		Name & designation of Co-Investigator(s), Date of Birth, Date of Superannuation & Complete Contact Information (<i>including institutional affiliations, e-mail & cell number</i>)
6.4		Name & designation of Project Lead/ Co-ordinator from Canada & Complete Contact Information (<i>including institutional affiliations & e-mail</i>)
6.5		Name & designation of Principal Investigator(s) and Co-Principal Investigator(s) from Canada & Complete Contact Information (<i>including institutional affiliations & e-mail</i>)
6.6		Name & designation of Co-Investigator(s) from Canada & Complete Contact Information (<i>including institutional affiliations & e-mail</i>)



7.0	MERIT OF THE PROPOSAL
7.1	Summary of the research plan (<i>NMT 800 words This should include the most important features of your research plan and place your project in a broader scientific context</i>)
7.2	Explicit interdependent objectives of each participating organization (<i>NMT 300 words allocated to Indian and Canadian counterparts; to be submitted in bullet points</i>)
7.3	Infographic(s) which can showcase the project hypothesis and outcome in an illustrative manner (<i>NMT half page</i>)
7.4	Current state of research in the field (<i>NMT 900 words cite the most vital literature survey in the relevant field and put-forth the scientific background and basis of the project explain the essentiality of research on the topic you propose and briefly describe pertinent research currently being conducted internationally</i>)
7.5	Current state of own research and Complementarity (<i>NMT 800 words briefly describe the work done by all project participants in the relevant research field and indicate relevant publications describe how participant investigators bring about the essentiality and complementarities for the proposed research project What is the expected added value (synergistic benefit) of the collaboration?</i>)
7.6	Goal, Concept, Methodology & Data Collection (<i>NMT 1000 words state the aims that you plan to attain during the lifetime of the project investigations and/or experiments do you plan to carry out/are necessary to attain the stated aims rationale for getting the project started and how do you intend to develop the work later on? data-availability, accessibility, & requirement of new data generation methods-availability, accessibility, requirement of new development & deployment</i>)
7.7	Work division, schedule and milestones [<i>NMT 1000 words provide explicit roles, responsibilities & contributions of each investigator(s) (Indian and counterparts from Canada) to be involved in this project provide an approximate schedule of 'Project Management' through an <u>uncluttered & practical</u> 'Gantt Chart' with monthly/weekly calendar defining work plan wise interdependent tasks, <u>task owners</u>, start date, due date duration, etc. extent to which the consortium as a whole brings together the necessary expertise and appropriateness of the allocation of tasks</i>]
8.0	DEMONSTRATION, DISSEMINATION & POST COMPLETION MAINTENANCE PLAN (<i>NMT 1200 words Describe the following</i>)



	<p><i>a. Provide clarity about all demonstration sites, selection, basis for its selection, availability of onsite resources, local coordination, replication of developed technology (ies)/interventions from lab to demonstration sites, demonstration site-coordination & risk management</i></p> <p><i>b. Details of technology/intervention, brief description of technology/intervention, current status, Technology Readiness Level (TRL), current scale of operation, likely improvement in TRL and scale of operation post development</i></p> <p><i>c. Have you obtained necessary concurrences from the local Government/ Institutions in terms of permission for onsite technology implementation?</i></p> <p style="padding-left: 40px;"><i>- If yes, share relevant details and communication(s) for official record.</i></p> <p style="padding-left: 40px;"><i>- If not, provide reasons(s) thereof, and by what time these requirements would be resolved?</i></p> <p><i>d. Explain how you will share these findings with stakeholders and the community</i></p> <p><i>e. Provide realistic scope of affordable replication & cost benefit analysis for each of the solution and recovery of wealth.</i></p> <p><i>f. provide clarity about post completion handholding & potential knowledge transfer to industry and/or government and/or public body, and maintenance of established innovation solution for waste management and recovery of wealth)</i></p>
<p>9.0</p>	<p>MANAGEMENT STRUCTURE, IMPORTANCE & IMPACT EXPECTATION (NMT 400 words Describe briefly the project & data management structure with grievance/ conflict redressal mechanism Indicate risk assessment, identification, review & mitigation plan Describe briefly the importance of your research for the scientific community, society & the environment, and the impact you expect from the project on research, training and teaching in your field/discipline The project outcomes you envisage Please indicate how you will publish/communicate your results</p>
<p>10.0</p>	<p>ETHICAL, SAFETY & STATUTORY REQUIREMENTS</p>
	<p>10.1 Is there any possibility of use of information (in any form) resultant of the proposed work, which may impinge on India's national prestige and/ or security? If yes, the nature of such a use may be indicated. [NMT 50 words]</p>



	<p>10.2 Will any sensitive source material be referred to during the course of the research? [-- YES/NO --]</p> <p><i>If yes, provide explicit details of the same. [NMT 70 words]</i></p>
<p>10.3 a</p>	<p>Does this collaboration involve (<i>Explicitly highlight the same</i>)</p> <p>a) Use of endangered fauna and/or flora and/or protected areas: [-- YES/NO --]</p> <p>b) Transfer of biological material(s): [-- YES/NO --]</p> <p>c) Use of radioactive materials: [-- YES/NO --]</p> <p>d) Use of elements that may cause harm to the environment, to humans (including research staff), to animals or plants: [-- YES/NO --]</p> <p>e) Use of Genetically Engineered Organisms: [-- YES/NO --]</p> <p>f) Field trials or testing: [-- YES/NO --]</p> <p>g) Pre-clinical and/ or Clinical trials or testing: [-- YES/NO --]</p> <p>h) Ethical considerations: [-- YES/NO --]</p> <p>i) Considerations related to Intellectual Property Rights (IPR): [-- YES/NO --]</p> <p>j) Collection and/or processing of new and/or previously collected personal data: [-- YES/NO --]</p>
<p>10.3 b</p>	<p>If answer to the one or more of the above questions is YES;</p> <p>Do the investigator(s) aware of the relevant regulations (<i>such as CPCB/IBSC/ IASC/ IAEC/ IEC/ NBA/ IC-SCR/ CTRI etc.</i>) and have they agreed to abide by them? [-- YES/NO --]</p> <p><i>If YES, provide explicit details of it [NMT 150 words]</i> <i>If NO, provide valid reason(s) to it [NMT 150 words]</i></p>
<p>10.4</p>	<p>If relevant; describe if-&-how the project results should be protected. Details of knowhow generated so far. Also IPR barriers or relations to others' intellectual properties must be described, including e. g. a brief summary of your freedom to operate analysis. Also, state if the methods chosen give rise to intellectual property problems or opportunities. [NMT 200 words]</p>
<p>10.5</p>	<p>Are there any other ethics issues that should be taken into consideration? [-- YES/NO --]</p> <p><i>If YES, Please specify [NMT 150 words]</i></p>



11.0	BUDGETARY REQUIREMENTS				
11.1	Details of Consolidated budget proposed (Rs. In lakhs)				
		Year I	Year II	Year III	Total
Equipment(s)					
Manpower					
Consumables					
Travel					
a. Domestic					
b. International					
i. Expenditure for travel of investigator(s) to Canada					
ii. Expenditure for travel of project staff(s) (preferably registered PhDs and/or Postdocs) to Canada					
iii. Expenditure for stay of investigator(s) in Canada					
iv. Expenditure for stay of project staff(s) (preferably registered PhDs and/or Postdocs) in Canada					
c. Local hospitality for visiting counterpart investigator(s) and/or project staff(s) in India					
Contingency					
Overheads					
Outsourcing					
Other (Provide details).....					
Total					
<i>(N.B: Academia can factor in additional sub heads (in other category) such as training & awareness, review meeting, consultancy charges, field & farm expenses, etc. based on the requirement of the project.)</i>					
11.2	Details of Investigator wise and/or Institute wise & year wise final budget proposed: [<i>Critically review the budget requirements, ensuring every possibility of using existing resources & communication technologies or possibly sharing the same from alternative sources (outsourced) without impacting time and efforts to achieve the goal</i>]				
		Year I	Year II	Year III	Total
Equipment(s)					
Manpower					
Consumables					
Travel					
a. Domestic					
b. International					



		<p><i>II. Provide a list and number of major & minor equipment(s) available in your laboratory, or easily accessible to you for accomplishing proposed research goals of the project (To be submitted for each participant investigator)</i></p> <p>b) Manpower details: <i>[NMT 80 words]</i></p> <p><i>I. Provide the desired qualification, experience and emoluments of the manpower proposed in the project. (Justification for the need of each proposed project position must also be given)</i></p> <p><i>II. In case of desired qualification, experience and emoluments of the manpower proposed in the project is not as per DST guidelines, then provide details of the same and compulsorily enclosed the copies of relevant approved guidelines. (E.g. ICAR/ CSIR/ ICMR/ Institutional guidelines/ Wage norms of State Govt. Labour Department etc).</i></p> <p>c) Consumables budget proposed: <i>[NMT 100 words]</i></p> <p>d) Contingency budget proposed: <i>[NMT 50 words]</i></p> <p>e) Travel budget proposed: <i>(Domestic and international travel should be limited for project purposes only. In case of field visit etc. which are required for collection of samples and/or visit of patients etc, it should be separately mentioned and justified.</i></p> <p><i>Explicitly clarify the frequency, number and duration of stay for each planned visits to be made by investigator(s) and/or project staff(s) (preferably registered PhDs and/or Postdocs) to Canadian counterparts (and vice versa) each year along with the basis for the proposed cost). [NMT 110 words]</i></p> <p>f) Whether any outsourcing work (like genome sequencing, bioinformatics analysis, fabrication, construction, sample analysis, etc.) is involved in the project? [--YES/NO--]</p> <p><i>If yes, please provide the details of the same [NMT 110 words]</i></p> <p>g) Budget proposed under ‘Other’ category: <i>[NMT 100 words]</i></p>
12.0		INVESTIGATORS & ORGANIZATIONS CREDENTIALS
	12.1	Details of ongoing projects with Project Lead; Principal Investigators (PIs & Co-PIs); Co-Investigators (Co-Is) as per the following format (<i>Funded by any funding agency</i>):



	S. No.	Title of the project	Approved Objectives	Funding agency	Project duration (Dates)		As (PI/ Co-I)	% of time devoted to each project
					From	To		
	1.							
	2.							
	3.							
	...							
	12.2	Information for completed projects of Project Lead; Principal Investigators (PIs & Co-PIs); Co-Investigators (Co-Is) as per the following format (<i>Completed projects funded by any agency in last three years</i>):						
		S. No.	Title of the project	Approved Objectives	Duration (Dates)		As (PI/ Co-I)	Date of Actual Completion
					From	To		
		1.						
		2.						
		3.						
		...						
	12.3	Provide <u>one page</u> CVs, having listed (only) the five most important publications & patents of the participating investigators, which have a bearing on the project (<i>Considering the overall page limitations provide the most relevant information only</i>)						
13.0		UNDERTAKING & ENDORSEMENTS						
	13.1	<p>a) The research work proposed in the scheme/project entitled "....." does not in any way duplicate the work already done or being carried out elsewhere on the subject.</p> <p>b) Certified that above information is true to the best of our knowledge</p> <p style="text-align: center;">[Signature and Stamp of Project Lead/ Principal Investigator (On behalf of all participating investigators)]</p> <p style="text-align: right;"><i>Forwarded by</i> [Signature & Stamp of Executive Head of Institution/ Organization/ University]</p>						
	13.2	Enclose a letter of collaboration and submission of joint proposal (<i>with project title</i>) from collaborating Project Lead/ Principal Investigator from Canada						



13.3 Endorsement by the Head of the Organization: (*To be submitted on letter head in support of individual participating investigator of the concerned organization as per the proforma placed below*)

Endorsement by the Head of the Organization

To be submitted on letter head in support of individual participating investigator

Project Title:

I. Certified that the institution welcomes participation of Dr. _____ as the Principal Investigator and Dr. _____ as the Principal Co-Investigator for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Principal Co-Investigator will assume the responsibility of the fruitful completion of the project [with due information to the Department of Biotechnology (DBT)].

II. Certified that all resources (infrastructure, techno-scientific, administrative, etc.) as per the terms and conditions of the grant, will be extended to investigator(s) throughout the duration of the project.

III. Institute assumes to undertake the financial and other management responsibilities of the project.

IV. Certified that comprehensive appraisal pertaining to administrative, financial, ethical, regulatory & statutory requirements has been made towards participation of this organization through this project, beforehand.

V. We thoroughly understood the modalities of participation & funding, and shall abide to it.

VI. We hereby commit to obtain all applicable (central & state) environmental, regulatory & statutory as well as local governmental authorizations, prior to the commencement of site development activities.

VII. We agree to accept the terms and conditions of Department of Biotechnology, Govt. Of India.

VII. The details & information given in the project proposal are true & factual.



		Date: Place: Name & Signature with stamp of Head of the Organization
14. 0		QUOTATIONS/ BIDS (<i>Enclose relevant valid quotations/ bids, if applicable</i>)