

## **Proforma for Submitting Externally Funded Contract Research Proposals**

1. Name of the Institute:
  2. Title of the proposed Project:
  3. Specify the nature of the proposal:
    - a) Sponsored project;
    - b) Collaborative project;
    - c) Grant-in-aid project
  4. State whether the subject falls within the mandate of the Institute, may also explain:
  5. Objectives of the Project:
  6. Brief description of the benefits to be accrued from the project, both in terms of productivity and scientific knowledge:
  7. Sponsoring/collaborating/funding (in case of grant- in-aid project) agency:
    - a. Name and address:
    - b. Status:  
  
Indian: Central Government/Government Undertaking/State Government/Private organisation/  
NGO/other (specify)\_\_\_\_\_
  
Foreign: U.N agency/CGIAR Institute/Private Organisation/or other International Agency  
(specify)\_\_\_\_\_
8. Activities of collaborator/sponsor/funding agency in brief:
- 8(I). Additional information on foreign sponsoring/collaborating/funding agency:
  - a) Details of previous research projects with sponsor/collaborating/funding agency, is any, with the applicant Institute/other ICAR institutes/other Indian institution(s), whatever is known;
  - b) Details if any, available on R&D projects of sensitive nature and concerned with national security, taken up and/or funded by the sponsor/collaborator in the past in its own country or any other country, whatever is known;
  - c) Genesis to the origin of the project;

d) Foreign support/collaboration (details):

- i. Financial support (Rs. & Foreign Exchange)
- ii. Equipment support
- iii. Technical support
- iv. Manpower training/exchange (Indian/foreign)
- v. Data/Information support
- vi. Does the project require visits, if any, by the personnel of foreign collaborator/  
sponsor to India; if so, the places/institutions to be visited and likely duration
- vii. Miscellaneous/others
- viii. Justification/need for foreign sponsorship/collaboration and likely benefits  
(scientific, economic, societal, strategic etc.) for the Institute/ICAR/India

9. Name and address of the Principal Investigator undertaking the project:

Name:

Postal address:

Phone: Fax: Email:

10. Institute's manpower committed to the project (names and work allotted in man-months)

Scientific: .....

Technical:.....

Administrative:.....

Supporting:.....

11. Total outlay of the project:

(Provide break-up for different Operational Heads as per details given below)

1. Direct Expenses:

a) Mandays cost

b) TA/DA cost

c) Consumables/chemicals/glasswares/raw materials/components

d) Equipment usage costs

Existing equipment

New equipment

e) Institutional charges

f) External payment envisaged

g) Insurance cost

h) Contingencies [minimum (or upto) 5% of the cost of the project]

2. Intellectual fee:

3. Any other cost specific to the project:

4. Service tax:

12. Schedule of payment of fees (indicate amount of each instalment, due date of payment and bank guarantees)

13. Total budgetary contribution committed by the Institute

14. Whether the physical or other infrastructural facilities required for carrying out the project are available at the Institute? If not, could it be procured easily and cost is accounted for. Yes/ No

15. Does the project involve?

a) Referring to or sourcing of strategic/sensitive material/information. Yes/No

b) Transfer of biological material(s) to the collaborator/sponsor. Yes/No

c) Use of genetically modified organisms. Yes/No

d) Use of environmentally or otherwise hazardous material(s). Yes/No

e) Use of radioactivity materials. Yes/No

f) Field surveys/trials/proving/collection/testing (give location). Yes/No

g) Ethical issues in conduct of the project. Yes/No

If answer to any of the points from (a) to (g) is 'yes', the Principal Investigator to give undertaking to abide by relevant and extant ICAR/national regulations and guidelines on the subject.

16. Intellectual fees charged in the project:

17. Whether Intellectual Property Rights issues are involved in the contract research project. If yes, are they in conformity with ICAR's IPMTT/C Guidelines; if not, the variation be indicated and explained with justification for approval of the competent authority.

18. Whether a written Agreement has been entered into with the sponsoring agency incorporating Contract Research 50 ICAR Rules and Guidelines for Professional Service Functions the essential elements as indicated in the policy framework of the ICAR's rules and guidelines. If yes, enclose a copy of the Agreement; if no, provide justification.

Certified that the overall institutional/organisational or national interests do not suffer in any way with the acceptance of the contract research project.

(Signature)

Principal Investigator

(To be forwarded by Head of Division, in institutes where applicable)

Recommendation of PME cell:

1. Certified that the PME cell considered the proposal, got it examined, and found it in conformity with the ICAR rules and guidelines.

2. It has been examined and ensured that:

i. the acceptance of the project is befitting the academic status of the Institute. Yes/No

ii. the amount of all charges and intellectual fee offered is commensurate with fee chargeable as per costing guidelines. Yes/No

iii. the return to the Council/Institute is commensurate with the potential and likely gains to the client as a result of transfer of in-house knowledge, skill or technology. Yes/No

iv. the project would contribute to the knowledge and professional competence in the Institute. Yes/No

In case(s) the answer to any of the questions from i to iv is 'no', please provide justification.

3. Any other comment:

(Signature)

PME cell I/c

**In cases where Director is the competent authority for Approval**

Approval of the Director of Institute:

(Signature)

Director of the Institute

**In cases where Deputy Director General or Director General, ICAR is the Competent Authority for Approval\***

Such proposals shall be submitted to concerned Subject Matter Division (SMD) in ICAR Headquarters along with the following endorsement and specific recommendations of Director of the Institute that;

The project does not involve any national security and/or sensitivity angles either proximately or remotely now or in the foreseeable future.

or

The project involves issues of national security and/or sensitivity (specify) and due diligence has been exercised in the Institute and measures (specify) put in place to adequately safeguard the security and sensitivity issues.

(Signature)

Director of the Institute

\*In case of projects with foreign agencies, the SMD along with their observations should send it for approval of the competent authority through the concerned unit in International Cooperation(IC) Division, Department of Agricultural Research and Education (DARE), who, in turn, shall process the proposal for approval of the competent authority.

“Proforma has to be used in projects where the approvals are to be taken from ICAR Hqrs. In case of projects where Director is the Competent Authority, Institute may use this or devise its own proforma.”