

**Annexure-**

**SCHEME**

**OF**

***Minor Research Project***  
**(MRP)**

**FORMAT**

**Gujarat Council on Science and Technology**  
**Department Of Science and Technology**  
**Government of Gujarat**  
Block-B, 7<sup>th</sup> floor,  
Sector-11, Gandhinagar-382 011.

## **1.0 Preamble**

There is a need to foster innovative technologies/ideas which have potential to contribute in socio-economic upliftment of the people of State and to transform Gujarat society to a scientifically and technologically developed one. To inculcate an advanced scientific temper amongst its people so as to enable Gujarat to leapfrog in to the next phase of development as a predominantly knowledge-based society, the state government intends to encourage R&D institutions to upgrade their facilities, take up contract research projects and get affiliation with international agencies/ institutions for gaining international acceptability.

## **2.0 The Scheme**

The scheme will be known as Minor Research Project.

## **3.0 Nature of Project Support**

### **(i) Science & 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 State S&T database, S&T resources, State S&T policy issues; specific status reports etc: The activities under this head should lead to specific action plan for project generation.

### **(ii) Location Specific Research and Technology Development**

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

### **(iii) 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.

(iv) Joint Programming

To evolve and support certain joint programmes focussing on multi-sectoral area based approach to rural/regional development in cooperation with multiple State & Central Institutions. These areas should be so identified where S&T intervention could significantly improve the existing socio-economic conditions.

(v) Information Exchange and Experience Sharing

This would include meetings/workshops and other means of information exchange and interaction of S&T experts and/or of S&T field activists etc: Workshops on dissemination of specific technology, Project/programme formulation workshops.

(vi) Industrial Problem

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

#### **4.0 Eligible Institutions**

- (i) All Research & Development Institutions in the State approved by Government of India Department/Agency/University/Deemed University will be eligible for the assistance.
- (ii) UGC/AICTE approved Colleges, including autonomous as well as those affiliated to Universities.
- (iii) Any other professional institution approved by Government of Gujarat.

#### **5.0 Quantum of Assistance**

Assistance for research work from R&D Institution/College will be in the form of grant for necessary expenditure incurred towards such activities subject to maximum of Rs. 10 lakhs per project for maximum of three years.

## **6.0 Selection Procedure**

- (i) Recommendation by Subject Experts
- (ii) Approval of Executive Committee/Governing Board of GUJCOST.

## **7.0 Guidelines for Financial Assistance to the Minor Research Proposals**

Gujarat Council on Science and Technology (GUJCOST) shall provide financial assistance to the minor time bound research proposals/projects usually for priority areas identified by GUJCOST.

- (i) Scientists from Universities, their affiliated colleges and research institutions having some essential basic facilities for carrying out projects shall be eligible to apply for getting financial assistance for research proposals.
- (ii) The principal investigator should have reasonable research experience to his credit.
- (iii) Research work shall have to be carried out under any approved institution as mentioned in eligible institutions. Assistance shall be provided through organization only.
- (iv) GUJCOST shall be monitoring the progress of the project.
- (v) Principal investigator shall provide a six monthly progress report to the GUJCOST.
- (vi) All proposals shall be in a prescribed performa enclosed.
- (vii) GUJCOST will give an advertisement for inviting Minor Original Research Projects for wide publicity, once or twice in the year as per the requirement or principal investigator can submit application throughout the year.
- (viii) The Principal Investigator will be required to publish the Paper in the National or International Journal or conference before the release of Second /Third Instalment of the Grant.
- (ix) Maximum project cost not more than Rs. 10 lakhs and three years duration.

## **8.0 GUIDELINES FOR FORMULATING PROPOSALS**

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

- (ii) Please orient your proposal objective to a few specific outputs, which could be possible in duration of 12 months to 36 months (max).
- (iii) While writing the proposal, please ensure that scientific and technical details are clearly spelt out.
- (iv) Proposals should have specific, concrete, quantifiable objective.
- (v) The proposals should be based on innovative technologies/ideas. Major programmes of extension based on proven technologies are also not considered.
- (vi) 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

**Advisor,**  
Gujarat Council on Science and Technology,  
Block-B, 7<sup>th</sup> floor,  
Sector-11, Gandhinagar-382 011.  
Telephone No:079-23259368  
E-mail : [adv-gujcost@gujarat.gov.in](mailto:adv-gujcost@gujarat.gov.in)

## **9.0 GENERAL TERMS AND CONDITIONS**

- (i) The Principal investigator should have at least 5 years teaching/ Research Experience.
- (ii) The Principal Institution assumes financial and other administrative responsibilities of the project.
- (iii) In case of multi-institutional project, formal agreement from the collaborating institutions/scientists should support the proposal.
- (iv) International travel is not permissible under the project.
- (v) The manpower recruited for the project should be paid as per the rules of the Institute and guidelines of the Government.
- (vi) It is proposed to maximize the use of an equipment. In this light, Investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users (research workers in other GUJCOST sponsored projects or other projects of the institute).
- (vii) The grant-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 GUJCOST.

- (viii) If the University/ Institution is unable to start the programme within six months of the receipt of the grant-in-aid, the approval shall ipso facto lapse.
- (ix) Interest earned on the programme fund, if any, shall be treated as a part of the sanctioned grant-in-aid and shall be used to procure equipment or for other purposes of the programme approved by the GUJCOST.
- (x) The grant-in-aid released under these programmes cannot be spent on creating infrastructural facilities such as construction of roads and building, purchase of vehicles, air-conditioning etc.
- (xi) GUJCOST, reserves the right to terminate the project at any stage if it is convinced that the grant-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grant -in-aid was sanctioned.
- (xii) The assets acquired out of the grant-in-aid shall be the property of the Institute. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the GUJCOST.
- (xiii) The Grantee Institution shall observe all financial norms and guidelines as prescribed by the GUJCOST from time to time.
- (xiv) The Principal Investigator must submit Annual Progress Report in the prescribed format every year indicating the progress.
- (xv) The Principal Investigator must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the Institute/University department.
- (xvi) If the **Principal Investigator** leaves the institution, retires, or goes on long leave, the institute will appoint another **Principal Investigator** to the programme, under intimation to the GUJCOST immediately.
- (xvii) A MOU will be signed between GUJCOST & Institution to get at least 35% of the money generated out of any patented item or commercialisation of Research output till grant amount is recovered.

## **10.0 DOCUMENTS / ENCLOSURES REQUIRED WITH THE PROPOSAL**

- (i) Endorsement from the Head of the Institutions (on letter head)
- (ii) Certificate from Investigator(s)
- (iii) Details of the proposals (5 copies spiral bound)
- (iv) Name and address of experts/ Institutions who may be interested in the subject/outcome of the projects (Circulation list).

- (v) Registration Certificate, Memorandum of Association and Rules and Regulation of the Institution.

## **11.0 INSTRUCTION FOR FILLING UP THE PROFORMA**

- (i) Use papers of A-4 size (21 cms x 29 cms).
- (ii) Type as per the layout given in the format on both sides.
- (iii) Do not skip reproduction of any section even if the answer is “Nil” or produced elsewhere.
- (iv) Project title should be precise and should not exceed normally 20 words within two lines.
- (v) Expected total duration of the project should normally be 12 to 36 months.
- (vi) If project is to be executed by more than one institution (which is welcomed) and/or requires regular inputs from other scientists, names collaborating institutions/scientists may be listed.
- (vii) Use telegraphic language to the maximum extent possible for objectives, work plan, methodology, expected outcome etc.

## Format for Submission of Proposal

### IDENTIFICATION

1. PROJECT TITLE :

KEY WORDS:

2. BROAD AREA:

3. DURATION :

4. TOTAL PROJECT COST :

5. PRINCIPAL INVESTIGATOR (PI):

6. CO-INVESTIGATOR :

7. CAPABILITY OF THE ORGANISATION

(a) Expertise Available

(b) List of on-going and completed projects

| Project Title | Start Date | Completion Date | Project Cost | Sponsoring Agency |
|---------------|------------|-----------------|--------------|-------------------|
|               |            |                 |              |                   |
|               |            |                 |              |                   |
|               |            |                 |              |                   |
|               |            |                 |              |                   |

8. Name of the authority in whose name Cheque / Demand Draft should be Drawn.

### 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



## 2. CHALLENGES & CONSTRAINTS

Please identify strength and weaknesses of the implementers vis-à-vis current project in terms of technical expertise, team building, past records etc., Also list the perceived opportunities and threats and describe how PI/ organization proposes to capitalize on them or avert them.

## 3. DESCRIPTION OF PROPOSAL

- 3.1 Objectives Of The Project
- 3.2 Preliminary Investigations done By Organisation
- 3.3 S & T Component In The Project
- 3.4 Linkages
- 3.5 Other Organisations Working In This Area
- 3.6 Methodology Detailing Stepwise Activities And Sub-Activities

## 4. WORK PLAN

Phase-wise plan of action upto post project activities detailing time schedule milestones may clearly be indicated. PERT/GANTT chart may be attached.

- 5. Output Of The Project
- 6. Likely Impact
- 7. Parameters For Monitoring Effectiveness Of Project
- 8. Suggested Post Project Activities

## BUDGET ESTIMATES SUMMARY

(IN RUPEES)

| ITEM                    | BUDGET               |                      |                      | TOTAL |
|-------------------------|----------------------|----------------------|----------------------|-------|
|                         | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR |       |
| A. RECURRING            |                      |                      |                      |       |
| 1. SALARIES/ FELLOWSHIP |                      |                      |                      |       |
| 2. CONSUMABLES          |                      |                      |                      |       |
| 3. TRAVEL               |                      |                      |                      |       |
| 4. OTHER COSTS          |                      |                      |                      |       |
| B. NON-RECURRING        |                      |                      |                      |       |
| PERMENET EQUIPMENT      |                      |                      |                      |       |
| GRAND TOTAL ( A + B )   |                      |                      |                      |       |

BUDGET FOR SALARIES / WAGES

(IN RUPEES)

| DESIGNATION<br>NO. OF POSTS | MONTHLY<br>EMOLUMENTS | BUDGET              |                     |                     | TOTAL |
|-----------------------------|-----------------------|---------------------|---------------------|---------------------|-------|
|                             |                       | 1 <sup>ST</sup> YR. | 2 <sup>ND</sup> YR. | 3 <sup>RD</sup> YR. |       |
| FULL TIME                   |                       |                     |                     |                     |       |
| i)                          |                       |                     |                     |                     |       |
| ii)                         |                       |                     |                     |                     |       |
| PART TIME                   |                       |                     |                     |                     |       |
| i)                          |                       |                     |                     |                     |       |
| ii)                         |                       |                     |                     |                     |       |
| TOTAL                       |                       |                     |                     |                     |       |

BUDGET FOR CONSUMABLES

(IN RUPEES)

| ITEMS | BUDGET               |                      |                      | TOTAL |
|-------|----------------------|----------------------|----------------------|-------|
|       | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR |       |
| TOTAL |                      |                      |                      |       |

BUDGET FOR TRAVEL

(IN RUPEES)

| ITEM           | BUDGET               |                      |                      | TOTAL |
|----------------|----------------------|----------------------|----------------------|-------|
|                | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR |       |
| TRAVEL         |                      |                      |                      |       |
| 1. LOCAL       |                      |                      |                      |       |
| 2. OUT STATION |                      |                      |                      |       |
| TOTAL          |                      |                      |                      |       |

BUDGET FOR OTHER COSTS

(IN RUPEES)

| ITEM             | BUDGET               |                      |                      | TOTAL |
|------------------|----------------------|----------------------|----------------------|-------|
|                  | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR |       |
| a. CONTINGENCIES |                      |                      |                      |       |
| b. OTHERS        |                      |                      |                      |       |
| TOTAL            |                      |                      |                      |       |

BUDGET FOR PERMANENT EQUIPMENT

(IN RUPEES)

| SR.NO. | NAME OF THE EQUIPMENT | ESTIMATED COST |
|--------|-----------------------|----------------|
| 1.     |                       |                |
| 2.     |                       |                |
| TOTAL  |                       |                |

\*Please give justification for requirement of each equipment asked.

**FORMAT  
FOR  
RESUME OF PRINCIPAL INVESTIGATOR/ CO-INVESTIGATOR**

1. Name, Designation, Date of Joining & Phone No.:
2. Age as on date :
3. Name of the Institution :
4. Department :
5. Field of Specialization :
6. Academic Qualifications :
7. Technical Qualifications :
8. Academic/Research/Professional Experience :
9. Presentations of Principal Investigator at National & International :
10. Awards/ Prizes/ Certificates etc. won by the Principal Investigator:
11. No. of Projects completed/ongoing as Principal Investigator/  
Co-Investigator.

| Sr. No. | Name of the funding agency | Name of the Scheme | Programme Title | Year of Funding | Duration | Amount Sanctioned | Status: Completed/ Ongoing |
|---------|----------------------------|--------------------|-----------------|-----------------|----------|-------------------|----------------------------|
|         |                            |                    |                 |                 |          |                   |                            |

12. Publications:

| Sr. No. | Title of Paper/Report/Book | Author(s) | Name & Vol. of Journal & Year | Page No. |    |
|---------|----------------------------|-----------|-------------------------------|----------|----|
|         |                            |           |                               | From     | To |
|         |                            |           |                               |          |    |

Place:

Date:

Signature of the Principal Investigator

Head of the Institution  
(Signature & Seal)

**FORMAT  
For  
PROFILE OF THE DEPARTMENT**

1. Name of the Department
2. Name of the Head of the Department
3. Full Address  
(Please include STD code, Phone No., Fax No.,  
E-mail/website)
4. Number of specialized subject areas available in the department
5. Major equipment (costing more than Rs.5.0 lakhs) available in the  
Department

| Sr.<br>No. | Major<br>Equipment | Cost<br>(Rs. In lakhs) | Specifications | Year of purchase |
|------------|--------------------|------------------------|----------------|------------------|
|            |                    |                        |                |                  |

6. Courses available in the department

Place:

Date:

Head of the Institution  
(Signature & Seal)

## ENDORSEMENT FROM THE HEAD OF INSTITUTION

PROJECT TITLE:

1. Certified that the Institute welcomes participation of Shri

as the

Principal Investigator and Shri as the Co-Investigator of the project and that in the unforeseen event of discontinuance by the Principal Investigator, the Co-Investigator will assume the responsibility of the fruitful completion of the project (with due intimation to DST(GOG)).

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.

Date :

Signature & Seal of

Place :

(Head of Institute)

## **CERTIFICATE FROM THE INVESTIGATOR**

PROJECT TITLE :

1. I/We agree to abide by terms and conditions of the GUJCOST grant.
2. I/We did not submit this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that equipment and basic facilities will actually be available as and when required for the purpose of the project. I/We shall not required 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.

(Principal Investigator)

Date :

Place :

**List of experts related to the subject area of the project with their name, address and communication detail may be attached with the proposal on a separate sheet.**

## Format for Annual Progress Report for GUJCOST 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 by GUJCOST:
6. Amount released by GUJCOST :
7. Details of Expenditure :

| ITEM                    | BUDGET (IN RUPEES)   |                      |                      |       |
|-------------------------|----------------------|----------------------|----------------------|-------|
|                         | 1 <sup>ST</sup> YEAR | 2 <sup>ND</sup> YEAR | 3 <sup>RD</sup> YEAR | TOTAL |
| <b>A. Recurring</b>     |                      |                      |                      |       |
| <b>B. Non-Recurring</b> |                      |                      |                      |       |
| <b>Permanent</b>        |                      |                      |                      |       |
| <b>Equipment</b>        |                      |                      |                      |       |
| GRAND TOTAL (A + B)     |                      |                      |                      |       |

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:

9a. Details of individual activities.

9b. Outputs of significance:

9c. Details of training imparted.

Date:

Principal Investigator

Registrar/ Director/ Principal  
(Signature & Seal)



## PROFORMA FOR EVALUATION

**Title of the project:**

**Broad Subject Area:**

**Points for evaluation:**

| <b>Sr. No.</b> | <b>Criteria</b>   | <b>Remarks</b> |
|----------------|---|----------------|
| 1              | Work proposed is original   | Yes / No       |
| 2              | Useful to the state   | Yes / No       |
| 3              | Such proposed research work is going elsewhere  | Yes / No       |
| 4              | Possibility of commercialization  | Yes / No       |
| 5              | Possibility of further research   | Yes / No       |
| 6              | Financial assistance asked is justified   | Yes / No       |
| 7              | Are you proposing proposal to be assisted as it is presented?                         | Yes / No       |
| 8              | Are you proposing proposal to be assisted for fund asked? Any modification suggested. | Yes / No       |
| 9              | Any other Comments  |                |

**Date:**

**Signature and Name of Evaluator**

**Place:**

**Name of the Institute of the Evaluator**

**Note : Attach separate sheet if necessary.**

## Proforma for Evaluation of Progress Report

**Title of the project:**

**Broad Subject Area:**

**Points for evaluation:**

| <b>Sr. No.</b> | <b>Criteria</b>   | <b>Remarks</b> |
|----------------|---|----------------|
| 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 and Sign of Evaluator**

**Place:**

**Name of the Institute of the Evaluator**

**Note :**

## UTILIZATION CERTIFICATE

Certified that out of Rs..... grants-in-aid sanctioned during the year ..... in favour of ..... under the GUJCOST letter No. .... dated..... and Rs..... on account of unspent balance of previous year a sum of Rs. .... has been utilized for the purpose of .....for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to GUJCOST (vide D.D/Cheque No..... dated .....)/ will be adjusted towards the grant-in-aid payable during the next year ie.....

**Signature of Principal  
Investigator  
Date**

**Signature of Head of the Institute/  
Account Officer with Seal & Date**