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**APPLICATION FOR JOINT COLLABORATIVE PROJECT UNDER INDO-AUSTRALIAN COLLABORATION IN BIOTECHNOLOGY**

**This application is to be submitted by the Indian partner to Department of Biotechnology, India for Indo-Australian Biotechnology Fund (IABF).**

The application form consists of the following:

Part-I:        FACE SHEET

Part-II:       GENERAL INFORMATION

Part-III:      PROJECT CHARACTERISTICS

Part-IV:      PROJECT DESCRIPTION

Part-V:        PROJECT PHASE DETAILS

Part-VI:       RESOURCES AND OTHER FACILITIES AVAILABLE

Part-VII:    BUDGET DESCRIPTION

Part-VIII:    OTHER SUPPORT

Part-IX:       BIOGRAPHIICAL SKETCH

Part-X:    NAMES OF 5 REFERRES WHO ARE EXPERT IN THE PRIORITY AREA UNDER WHICH THE PROPOSAL IS BEING SUBMITTED

Part-XI:       ASSESSMENT CRITERIA

Part-XII:    FORMAT

INSTRUCTIONS:

1. Soft copy of the full proposal in a single word file /PDF file by e-mail should be submitted to DBT by the Indian investigator.
2. All parts of the form should be filled in detail as required.
3. Any additional relevant document to support the application may be attached.
4. Applicants may attach additional pages as needed to complete the descriptive material deemed described to be included in their application.
5. Applicants must provide names of 5 Referees who are experts in the priority area.

The application should be emailed to the following address:

|  |  |
| --- | --- |
| **Nodal Officer  - INDIA** |  |
| |  |  | | --- | --- | | Dr. Suraksha S. Diwan  Scientist ‘E’  Department of Biotechnology  Ministry of Science & Technology  Govt. of India  E-mail address: [ssdiwan.dbt@nic.in](mailto:ssdiwan.dbt@nic.in) |  | |  |

**I. FACE SHEET**

1. **CHECKLIST**

Please ensure that you have provided information against all required fields in your application.  Incomplete applications will not be accepted:

**⬜** Application endorsed by authorized person

**⬜**    Indian Applicant details completed

**⬜**    Australian applicant details completed

**⬜** Application overview completed

**⬜**    Project plan and budget, detailing and costing all activities in each milestone completed

**⬜**    Milestone template completed

**⬜**    All required assessment criteria addressed as mentioned in the guidelines, including provision of supplementary documentation where required;

**⬜** IPR Agreement provided.

**2. SIGNATURES OF PROJECT COORDINATORS AND INVESTIGATORS**

Indian Partner                    Australian Partner

Date, Name                    Date, Name

1. **ENDORSEMENT OF APPLYING ORGANIZATIONS**

Signature of the person authorized to endorse application on behalf of the forwarding organization:

**India                                            Australia**

…………………………………………                                 …………………………………

Signature                                   Signature

…………………………………………                                  …………………………………

Full name (please print)                          Full name (please print)

…………………………………………              ………………………………………….…

Designation                               Designation

**II. GENERAL INFORMATION**

**(i) Indian Applicant Details**

|  |  |
| --- | --- |
| NOTE:  All fields are mandatory | **Indian Applicant** |
| **Project Coordinator / Investigator**  (Name, Phone, Fax and Email Address) |  |
| **Organisation Name:** |  |
| **Organisation Type:**  [*Be one of the following ‘eligible organizations’]*   * Indian tertiary educational institution; * Indian Cooperative Research Centre; * Indian State/Territory-funded research organization; * Indian public sector research company; * Indian Private Research Company; * Indian Not for Profit Research Organization   Be from an organization that is registered for under DSIR, is incorporated or if a university, is exempt from income tax. |  |
| **Organisation Phone number:** |  |
| **Organisation Fax number:** |  |
| **Organisation Email Address:** |  |
| **Organisation Website Address:** |  |
|  |  |
| **Organisation Physical Address:**  *(Street address, Suburb and State/Region):* |  |
| **Postcode:** |  |
| **Details of the point Head for this Project of the organization as per the rules of the organization**  **Postal Address:**  *(postal address, Suburb and State/Region):* |  |
| **Postcode:** |  |
|  |  |
|  |  |

***Add additional Indian partners if required.***

**(ii) Australian Applicant Details**

|  |  |
| --- | --- |
| NOTE:  All fields are mandatory | **Australian Applicant** |
| **Project Coordinator / Investigator**  (Name, Phone number and Email Address) |  |
| **Organisation Name:**  *(The organisation should be the Australian legal entity that will enter into a contractual funding agreement with the Australian Government)* |  |
| **Organisation Type:**  [*Be one of the following ‘eligible organizations’]*   * Australian tertiary educational institution; * Australian Cooperative Research Centre; * Australian Commonwealth-funded research orgainsation; * Australian State/Territory-funded research organization; * Australian public sector research company; * Australian private research company; * Australian not for profit research  organization; or * OtherAustralian incorporated entity   Be from an organization that is registered for GST, is incorporated or if a university, is exempt from income tax. |  |
| **Organisation Phone number:** |  |
| **Organisation Fax number:** |  |
| **Organisation Email Address:** |  |
| **Organisation Website Address:** |  |
|  |  |
| **Organisation Physical Address:**  *(Street address, Suburb and State):* |  |
| **Postcode:** |  |
| **Organisation Postal Address:**  *(postal address, Suburb and State):* |  |
| **Postcode:** |  |
| **Contact Officer Postal Address:** |  |
| **Project Manager:**  (Name, Phone number and Email Address) |  |
| **Contact Person:**  (Name, Phone number and Email Address) |  |

**Add additional Australian partners if required.**

**(iii) Collaborative Research Project Overview**

 NOTE:  All fields are mandatory

|  |  |
| --- | --- |
| **Proposal Title:** *(maximum 25 words)* |  |
| **Activity Type:**  Collaborative Research proposal |  |
| **Priority Area of Research:** |  |
| **Host/Partner(s) :** |  |
| **Number of Indian and Australian personnel participating in the project:** |  |
| **Location(s) of research Institution:** |  |
| **Proposed Start Date:** |  |
| **Proposed Finish Date:** |  |
| **Indian Funding sought:** | **INR** |
| **Australian Funding sought:** | **AUD** |

**III.  PROJECT CHARACTERISTICS:**

|  |  |
| --- | --- |
| **(i) Keywords:**  *(Please provide between 1 to 6 words to describe the highlights of the proposed research. Keywords should be of the kind normally required for submitting an article to a major referred journal)* |  |
| **(ii) Area of Research:** |  |
| **(iii) Socio-Economic Objectives:** |  |
| **iv) National Research Priority Goals:** |  |

**IV. PROJECT DESCRIPTION:**

|  |
| --- |
| **Project Proposal Summary**  In no more than 200 words, provide an overview of the aims of the proposal (use plain English, non-technical terms) |
|  |

|  |  |
| --- | --- |
| **Objectives** | |
| **Indian Partner** | **Australian Partner** |
|  |  |

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| --- |
| **Expected Outcomes**  In no more than 200 words, provide an overview of the expected outcomes of the project. (use plain English, non-technical terms) |
|  |

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| **Proposal Snapshot**  Description must be a brief, non-technical summary of the objectives of the proposal (Maximum 50 words) . Do not use acronyms. Please be advised that should your application be successful, your project proposal snapshot will be uploaded on the Department’s website. |
|  |

**V.  Project proposal details**

1. **Indian Counterpart**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Activities** *(Activities to be undertaken during this project phase)* | **Tentative**  **Activity Start Date** | **Tentative**  **Activity Completion Date** | **Expenses** *(Project expenses for this phase for which funding is sought from the Indian Government)* | **Responsible Agency** | **Performance  Indicators** *(Measurable performance indicators that can be used to assess performance against each activity proposed)* |
|  |  |  |  |  |  |

**B. Australian Counterpart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description  of Activities** *(Activities to be undertaken during this project phase)* | **Tentative**  **Activity Start Date** | **Tentative**  **Activity Completion Date** | **Responsible Agency** | **Performance  Indicators** *(Measurable performance indicators that can be used to assess performance against each activity proposed)* |
|  |  |  |  |  |

**VI.    RESOURCES AND OTHER FACILITIES AVAILABLE WITH YOU:**

**Laboratory:**

**Animal House / Green House:**

**Computer:**

**Office:**

**Others:**

**Existing Research facilities:**

**Major Equipment:** List important equipment items already available for this project.

**Additional Information:** Any other information relevant to the project.

**VII.    BUDGET DESCRIPTION**

**Please note that applicants/partners from Industry will have to financially contribute to the project. Please refer DBT’s website for the guidelines of funding to industry under IC and provide details of contribution in budget tables.**

**BUDGET ESTIMATES (SUMMARY)**

(Cost of Indian side of the Proposal)

(` in lakhs)

|  |  |
| --- | --- |
| ITEM | BUDGET |
| **A. Non-Recurring** |  |
| Permanent Equipment |  |
| **Sub-total (A)** |  |
| **B. Recurring** |  |
| Manpower Personnel |  |
| Consumables |  |
| Travel  i. International  ii. Domestic  iii. Living expenses, hospitality charges for Australian researchers visiting India |  |
| Contingency &  other costs |  |
| **Sub-total(B)** |  |
| **Total (A+B)** |  |

**BUDGET DETAILS:**

NON-RECURRING: PERMANENT EQUIPMENT/INSTRUMENT

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Generic name of equipment   Justification Imported/    Estimated    Time it will be

And accessories with make    indigenous    cost/FEC    available for

                      use by others

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* Maintenance
* New infrastructure

**Detailed Justification for each Equipment/Instrument required and also link the existing facilities.**

**RECURRING**

1. **Budget for manpower to be hired for the project**

Rs. in Lakhs

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Designation    Qualifications     Monthly        12 months     TOTAL

(and No. of                            emoluments

Persons required for each post)

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Total

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Provide brief justification for the personnel to be engaged: (About 50 words)

1. **Budget for consumables:**

Rs. in Lakhs

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Item-wise by       Justification TOTAL

category

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Chemicals

Enzymes

Radio-isotopes

Consumables

Others (specify)

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Total

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1. **Budget for Travel**

Rs. in Lakhs

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Item             TOTAL

----------------------------------------------------------------------------------------------------------------------------

Domestic

International

Local Hospitality   
(For researchers of the Australian Partner Institute when they come to India for project activities)

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Total

-----------------------------------------------------------------------------------------------------------------------------

Justification for visits by Indian researchers to Australia with names for whom proposing budget for

travel to Australia

1. **Budget for Contingency & other Expenses**

`                  Rs. in Lakhs

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Item wise by        TOTAL

category

-------------------------------------------------------------------------------------------------------------------------------

Costs for equipment

& Chemicals

(transport, clearance, tax,

import duties)

Contingency:

Domestic - workshops and meetings:

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Total

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Provide justification for contingency & other costs

**AUSTRALIAN SIDE:**

**Total:**

1. Equipment
2. Consumables
3. Travel
4. Other cost
5. Personnel

**VIII.     OTHER SUPPORT**

Applicants must list all current and requested funding under any other Government Funding scheme for all key personnel. Defined as funds or resources, whether Government or non-Government, or institutional available.

Name                                active/pending/none

Source

Title                                P.I.

**IX.    BIOGRAPHICAL SKETCH**

Give the following information for the all key personnel and consultants and collaborators separately for both Indian and Australian Laboratory

**INDIAN LABORATORY**

NAME:                    DESIGANTION TITLE:

DATE OF BIRTH:

EDUCATIONAL QUALIFICATIONS:

Institution and Location    Degree         Year         Field of Study

ROLE IN THE PROJECT PROPOSAL:

EXPERTISE AND CONTRIBUTION TO PROJECT:

RESEARCH AND PROFESSIONAL EXPERIENCE:

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD:

CAREER BEST AND MOST RELEVANT PUBLICATIONS AND PATENTS:

**AUSTRALIAN LABORATORY:**

NAME:                    DESIGNATION TITLE:

EDUCATIONAL QUALIFICATIONS:

Institution and Location         Degree        Year         Field of study

ROLE IN THE PROJECT:

EXPERTISE AND CONTRIBUTION TO PROJECT:

RESEARCH AND PROFESSIONAL EXPERIENCE:

EVIDENCE OF RESEARCH IMPACT AND CONTRIBUTIONS TO THE FIELD:

CAREER BEST AND MOST RELEVANT PUBLICATIONS AND PATENTS:

**X. NAMES OF 5 REFEREES WHO ARE EXPERTS IN THE IDENTIFIED PRIORITY AREAS**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Referee | Institute | Contact details with email ID |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**XI. ASSESSMENT CRITERIA**

**There are four assessment criteria which need to be addressed within the application:**

**CRITERION 1**

**The extent that your project proposal will advance research in priority areas to deliver tangible outcomes and benefits for both India and Australia (25 points)**

You should demonstrate this by identifying:

* 1. the problem that your project will address, why it needs to be addressed and how your project will address it
  2. how your project will build on any existing research in one or more of the priority areas
  3. the expected outcomes and benefits of your research and how they would contribute to the global response to the COVID-19 pandemic, including demonstrating a clear path to end use such as application of outcomes for the public good and/or commercialisation.

**CRITERION 2**

**Scientific quality - the appropriateness of the design and methodology for your research (25 points)**

You should demonstrate this by:

1. providing the rationale for your research and clearly demonstrating your chosen methodology
2. identifying the current competitive landscape in your chosen area of research, including a comparative analysis of similar or alternate technology.

**CRITERION 3**

**Benefits to Australia and India (25 points)**

You should demonstrate this by identifying:

1. the application of your research outcomes including the commercialisation potential of new products, processes or services
2. the social, environmental and/or economic short-term and long-term benefits to be gained from your project proposal
3. how your project will develop robust and sustainable collaborations between Australia and India in your chosen area of research.

**CRITERION 4**

**Your capacity, capability and resources to deliver the outcome of the project (25 points)**

You should demonstrate this by identifying:

1. your access to personnel with the right skills and experience, including management and technical staff, and to any infrastructure, capital equipment, technology and intellectual property required for the project
2. a sound project plan to manage and monitor the project including arrangements for governance and intellectual property rights and identification of risks and mitigation strategies
3. your ability to fund your share of project costs not covered by the grant.

**XII. FORMAT**

***Note: Do not use technical jargon or refer to other sources such as websites for additional information.  Acronyms or abbreviations should be spelt out in the first instance as spelt out in talking levels proposal details (as per following).***

|  |
| --- |
| ✓A written proposal **(A4 pages of Times New Roman, 11-point type**), demonstrating the scientific merit of the research collaboration and addressing.   * The information provided in the proposal should be in consonance with the details provided to the Australian Government by the Australian collaborator.   ✓ A letter from the Australian collaborator indicating that the proposal is jointly prepared and that the Indian collaborator agrees with the technical merit of the proposal and agrees to submit an equivalent proposal to the Australian Government.  **NOTE: Proposal title**. **The proposal title must be identical in both the Australian and Indian applications.**  **A1. Aims and background:** Describe the aims of the proposed research collaboration in the context of recent international progress in the field of research, detailing how it will relate to, and benefit, work in the field. Refer only to papers that are available to national and international research communities. **(List the specific objectives of the proposal)**. The complementarity between the collaborative research proposal should be brought out explicitly.  **A2. Significance and Innovation:** Describe   * how the proposed activity is significant; * the need for the proposed activity to address an important problem; and * how the anticipated outcomes will advance the knowledge base of the discipline and/or address the problem and how it will benefit both the partner countries.   **A3. Approach and methodology:** Outline the conceptual framework, design and methods, and demonstrate that these are adequately developed, well integrated and appropriate to the aims of the proposed research collaboration.  **A4. Roles and research capability of personnel:**  Summarise:   * the role, responsibilities and contributions of each Chief Investigator/Principle Investigator, Fellow and Partner Investigator, including the proportion of their time each will spend on the proposed activities; * the leading-edge research capability of the project’s Indian and Australian partners which must be demonstrated by evidence of their academic awards and citations as contained in the submitted CVs, and/or other measures of research or innovation excellence (limit 300 words); and * the roles and level of involvement of other participants, such as technical staff, including the division of work between Indian and Australian investigators need to be brought out clearly.   **A5. References cited:** Include a list of all references/documents cited in support of claims.  **A6.** Describe how the project will use the research for either commercial or public good and how the respective partners will be actively involved for this in the project.  **(A detailed letter of support from such proposed partner demonstrating their involvement in the project is required).** |
| **POINTS TO BE ADDRESSED IN THE WRITTEN PROPOSAL:**   * Expected outcomes and benefits resulting from the collaboration: Describe the expected outcomes and the likely impact of the proposed research collaboration including the possible tangible benefits for the two sides, including: * how the research collaboration might result in economic, environmental and/or social benefits for India and/or Australia; and * how consortium members will ensure that they collaborate effectively during the course of the project duration. * the relevance of the Project to benefit India and Australia; * demonstrate a clear path to end use in support of economic growth and development in India and Australia, including the application and commercialisation of research outcomes; and * explain how the long-term benefits of the Project outcomes will be sustained beyond the term of funding. * Details of governance arrangements, including intellectual property (IP) provisions. Provide details of governance arrangements, including use of intellectual property (IP), the proposed ownership of IP generated by the project and strategies for protecting India’s interests. * Demonstrate that you have thought about and planned the governance of the project and that set arrangements have been organized around the use of IP. For example, a well-structured response will include more than one sentence stating that the Organisation’s IP procedures will be followed. Outline how these will be applied in your application and make it clear to the assessors that a sound governance structure is in place. **Please attach an IPR agreement signed by Indian and Australian applicants in this regard in the template provided.** |
| * ***Your project plan should be presented as a mature research plan ready for implementation, leading towards the overall project objectives, include proposed timelines and milestones. It will be the basis of the funding agreement between the Indian Government and successful applicants.*** * ***The indicative budgets for both the Indian and Australian partners should detail eligible expenses for which IABF funding is sought from the Indian Government and should clearly detail in-kind contributions.*** |
| * Letter of support from the applying organisation and any other Australian partner organisations, demonstrating and clearly articulating the organisation’s financial support (cash and/or in-kind) for the project proposed and commitment to engage in the research collaboration should be provided.  This requires the applicant to demonstrate in no more than 300 words the level of support for the collaborative research project from Indian and Australian partners (including the applicant’s own organisation). * Letter of support from each Indian partner organisation and any other international partner organisations, demonstrating and clearly articulating the organisation’s financial support (cash and/or in-kind) and commitment to engage in the research collaboration is required. Supporting documentation must be provided to confirm and demonstrate claims. Support for the proposed project may encompass either a financial commitment or an in-kind commitment.  In-kind costs must be directly related to costs of delivering the activities of the project and can include salaries of staff for the time they are involved and other costs incurred for the duration of the activity. * Supplied letters must be prepared on official letterhead and be signed by a person who is authorized to commit such support. |