

Department of Biotechnology
Ministry of Science & Technology

SUB: Proforma for Submission of a proposal under 'SAHAJ-Infrastructure Programme

I. General Information

A. Principal Investigator(s) details (Multi-institutional project, please provide details of all the stakeholders)

- i. Name of the Investigator
- ii. Date of Birth
- iii. Official Address, Tel. & Mob. No., Fax. No. and Email
- iv. Status of Institute: Public (Government or Government autonomous body, State, Aided etc.) or Private/ NGO(s): (In case of private/ NGO(s) copies of registration certificate, Articles and Memorandum of Association and Audited Statement of Accounts of last three years have to be enclosed)

B. Collaborator(s) and /or co-investigator(s) details (In case of any changes during the execution of the project, a formal letter has to forwarded to DBT)

- i. Name of the Collaborator/Co-investigator (Role of each collaborator/Co-investigator needs to be highlighted)
- ii. Date of Birth
- iii. Official Address, Tel. & Mob. No., Fax. No. and Email
- iv. Status of Institute (only when collaborator(s)/co-investigator(s) belongs to a different institution): Public (Government or Government autonomous body, State, Aided etc.) or Private/ NGO(s): (In case of private/ NGO(s) copies of registration certificate, Articles and Memorandum of Association and Audited Statement of Accounts of last three years have to be enclosed)

II. Technical Information about the Project

A. Overall Objectives

B. Background information

- a. Infrastructure/Facilities/Platform available
- b. List of available Infrastructure/Facilities/Platform users
- c. List of Personnel/Faculties received training via available Infrastructure/Facilities/Platform (during last five years)
- d. Means of maintenance of available Infrastructure/Facilities/Platform during last five years (please list the source of funding, the details about the project such as title, coordinator/investigator, start and end dates)
- e. Similar Infrastructure/Facilities/Platform available in the nearby institutions/organizations
- f. Details of Training programmes organized for skill development

C. Information about proposed Infrastructure/Facilities/Platform (as per the SAHAJ-Infrastructure guidelines)

- a. Equipments proposed and the justification of purchase (Please refer to SAHAJ-Infrastructure Guidelines)
- b. Times lines for establishing the proposed Infrastructure/Facilities/Platform
- c. Proposed list of training of Personnel/Faculties per annum

- d. List of the possible institutions with whom the Equipment/Facilities/Platform will be shared preferably on service basis
- e. Revenue model proposed for providing services on approved service charge list basis

D. Details about proposed Research Component

- i. Objectives of the Research work proposed (bullet/numerical format)
- ii. Clear work plan with time lines (preferably in tabular format)
- iii. Intra/inter-institutional component of the R&D component proposed
- iv. Rationale of the R&D work in line with proposed Equipment/Facilities/Platform
- v. Alignment of the proposed R&D component with current National Priorities
- vi. Details of the preliminary work done (not more than 300 words)
- vii. Details of MoU/Agreements required to execute the R&D work

E. Proposed Budget (Please refer to SAHAJ-Infrastructure guidelines) Kindly also include justification of subhead wise budget requirement.

a. Total cost of the project

S. No.	Item	Proposed Cost Estimate (Rs. in Lakhs)				
		I yr	II yr	III yr	IV yr	V yr
I	Non-Recurring (includes Equipments, Facilities, Platform, Teaching aids etc.)- Quotations must be provided					
	Subtotal(I)=					
II.	Recurring					
A.	Manpower (on consolidated salary basis/or as per GoI notifications)					
B.	Consumables					
C.	Contingency					
D.	Travel					
E.	Overhead					
F.	Training & Workshop*					
G.	Maintenance*					
	Subtotal(II)=					
	Grand Total (I+II)=					

- For equipments – their name and number must be included in the table which will be supported via quotations.
- Please include quotations for outsourcing work, if any
- *Optional

b. Details of equipment proposed

S. No.	Equipment	Budgeted cost (Rs. in Lakhs)			
		Quotation details (Please compulsorily enclose copies of quotation(s))	Cost in foreign currency (if applicable)	Cost in Indian currency	Requested Cost

Note: For multiple institutes kindly provide the above mentioned tables separately.

F. Proposed Revenue Model (Please enclose a list of approved service charges,
Also refer to SAHAJ-Infrastructure Guidelines)

Year	Budget Share (Rs. in Lakhs)		
	DBT's Contribution	Institution/Organization Contribution	Revenue proposed to be generated through services

G. Account Details

For electronically transfer of funds, kindly include the following account details –

- i. Name of Account
- ii. Bank Name and its address
- iii. Account Number (Zero Balance Subsidiary Account (ZBSA))
- iv. IFSC code
- v. MICR code
- vi. Email of the Beneficiary

III. Enclosures (Format provided below)–

- a. A certificate duly forwarded by your head of institution(s)/ University that requested equipment is/ are not available in the institute. If requested equipment is already available in the institute then adequate justification is to be submitted for requesting another set of the equipment.
- b. An undertaking from Competent Authority of your organization that there is no pending Utilization Certificate (UC) from your organization for any DBT grant. Also details of all UCs have been uploaded in Public Finance Management System (PFMS) of O/o Controller General of Accounts, Ministry of Finance, Govt. of India and NO UC is pending against the organization as per details of PFMS

IV. Details of statutory clearances: Whether any statutory clearances (such as Ethical Committee Clearances/ Institutional Bio-Safety Committee (IBSC), Biodiversity

Authority (NBA) Clearances/ Forest Department Permission etc. are applicable in this project? **If yes, please enclose a copy of such clearance/ permission**

V. Details of the Investigator(s)/Collaborator(s)/Co-investigator(s) - (Annexure-I)

VI. Declaration - It is certified that

- a) The research work proposed in the scheme/project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b) The same project proposal has not been submitted to any other agency for financial support.
- c) The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the institute/university or as per the Ministry of Science & Technology guidelines.
- d) Necessary provision for the scheme/project will be made in the Institute/University/State budget in anticipation of the sanction of the scheme/project.
- e) If the project involves the utilization of genetically engineered organisms, we agree to submit an application through our Institutional Biosafety Committee. We also declare that while conducting experiments, the Biosafety Guidelines of the Department of Biotechnology would be followed in to.
- f) If the project involves live trials/experiments/exchange of specimens, etc. we will ensure that ethical clearances would be taken from concerned ethical Committees/Competent authorities and the same would be conveyed to the Department of Biotechnology before implementing the project.
- g) It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be taken in accordance with the instructions issued with the approval of the Ministry of Finance, Department of Expenditure.
- h) We agree to accept the terms and conditions. The same is signed and enclosed.
- i) The institute/university agrees 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.
- j) The Institute assumes to undertake the financial and other management responsibilities of the project.

Signature of Principal Investigator

Signature of Executive
Authority of Institute/
University with seal

Date:

Signature of Co Investigator(s)

Date:

Note: An MoA has to be signed by the Institution with Department of Biotechnology for implementation of the project.

Annexure-I

Details of the Investigator(s)/Collaborator(s)/Co-investigator(s)

1. Curriculum Vitae of each Investigator(s)/Collaborator(s)/Co-investigator(s)
 - a. Details of ongoing projects for each Investigator(s)/Collaborator(s)/Co-investigator(s) as per the following format (Funded by any funding agency):

S. No	Title of project	Funding agency	Sanctioned budget(Lakh)	Project duration (Dates)		Working as PI/Co-PI/Co-I	% of time devoted to each project
				From	to		

- b. In case of having more than one ongoing project in hand please also provide the details of time sharing with the ongoing projects, proposed project under consideration, other scientific/ academic and other responsibilities assigned to you.

2. Information for completed projects of Principal Investigator(s)/Collaborator(s)/ Co-Investigator(s) as per the following format (*DBT funded projects only*):

S. No.	Title of project	Sanctioned budget	Duration (Dates)	Date of actual completion	Whether the project completed & completion report accepted by DBT	Whether project accounts settled or not? If not, whether money lying with PIs institute is to be refunded to DBT, or whether funds not yet completely released by DBT?

Annexure-II

Check List (Please provide a copy of the following wherever applicable)

1. Copy of the major civil work or the Floor Plan approved by a Institutional or private certified Architect based on CPWD/PWD specifications.
2. Copy of Land allotment/possession certificate
3. Original Certificate stating that the space available for establishing a Facility/Platform
4. Approvals and clearances of statutory bodies (like Institutional Biosafety Committee, Animal Ethics Committee etc.) or Authorities [like clearance from D/o Environment, National Green Tribunal, Development authorities, Committee for the purpose of control and supervision of experiments on Animals (CPCSEA)]
5. DSIR certificate for recognition of in-House R&D units
6. Compliance to the following:
 - a. National Biodiversity Authority guidelines (NBA check list- to be provided by DBT wherever applicable)
 - b. Safety code for Industrial Radiography under Radiation Protection Rules, 1971
 - c. OECD principles of Good Laboratory Practices (GLP) and National Good Laboratory Practice Compliance Monitoring Authority (NGCMA), DST

Format for Enclosure (a)

Letter head (Head of Institution)

Date.../.../.....

NON-AVAILABILITY CERTIFICATE FOR EQUIPMENTS

Title of the project: _____

This is to certify that the equipments requested through this grant are not available in the Institute/University.

1.

2.

3.

....

Signature & Stamp of Programme Coordinator

**Signature & stamp of
Executive
Authority of Inst./University**

Format for Enclosure (b)

Letter head (Head of Institution)

Date.../...../.....

Undertaking regarding No UC/SoE pending

This is to confirm that no Utilization Certificate/ Statement of Expenditure is pending with respect to Projects/Schemes supported by Department of Biotechnology (DBT) and that all Utilization Certificate/Statement of Expenditure pertaining to projects/Schemes supported by DBT have been uploaded in Public Finance Management System (PFMS) database.

**Finance Authority/Competent Authority
(Signed & Stamp)**

**Head of Institute/University
(Signed & Stamp)**