

## **Terms of References (ToR) of DBT Committees:**

### **(A) Biotechnology Apex Board:**

- Apex Board will assess and make final recommendation for projects > Rs. 5.00 Crore considered and recommended by STAG
- Apex Board will review outcomes of projects costing above of Rs. 5.00 Crore. outcomes/ highlights of projects will be presented by Group Head/ program offers in Apex Board.
- Apex Board will ensure strategic alignment of the Programmatic activities with overall Department Mandate.
- Apex Board will serve as a Strategic think tank for specific new priority areas which require to be considered.
- Apex Board will examine the Schemes and give guidance regarding modification if any and in its implementation.
- The composition of the Apex Board may be changed wholly or partially and new members may be included as and when deemed necessary for achieving the primary objective of the Department.
- The Board will work in accordance with the guidelines for implementation of R&D programme adopted/ revised by the Department from time to time.
- Board members will be covered by the Policy on Conflicts of Interest and are required to declare any interests that could give rise to a conflict of interest with their role prior to commencement of the meeting.
- Global norms of potential conflict of interest will be followed, with members rescuing themselves in cases involving collaborators and colleagues, among other possibilities.

### **(B) Scientific and Technical Appraisal and Advisory Groups (STAGs):**

- STAG will assess the merit and quality of research proposals screened in by TEC and make recommendation of the appropriate project proposals for financial support.
- Project Co-ordinator/ Principal Investigators of all projects with proposed budget of Rs. 25.00 lakhs and above will be called for presentation in STAG.
- STAG will recommend projects upto Rs. 5.00 crore for support. All project recommended for more than Rs. 5.00 crore will be considered by APEX Board for final recommendations.
- STAG will also do merit based ranking of the proposals based on the budget allocated to the particular groups of program covered under the particular STAG.
- STAG will review all ongoing projects of > Rs. 5.00 crore. Project Co-ordinator/ Principal Investigators of all projects with the approved budget of more than Rs. 5.00 Crores will be called for presentation once during mid-term and once on completion of project. Annual reports can be reviewed by STAG based on two reviewers comments. For annual release of grant reviewers comments can be considered if, STAG is not being scheduled in next four weeks.

- If required STAG may also recommend special site visit and/ or 2-3 members projects monitoring committee in specific projects.
- STAG will assist in the development and review of core indicators and scientific objectives that would be established, measured and reported on regular basis to evaluate progress of the implementation plan.
- STAG will held in identifying scientific concerns or issues associated with objectives, strategies, and implementation measures.
- STAG will provide technical assistance on development of international standards and global best practices and ensure that the best technical standards are being followed.
- The composition of the STAGs may be changed wholly or partially and new members may be included as and when deemed necessary for achieving the primary objective of the programme.
- The STAG will work in accordance with the guidelines for implementation of R&D programme adopted/ revised by the Department from time to time.
- Committee members will be covered by the Policy on Conflicts of Interest and are required to declare any interests that could give rise to a conflict of interest with their role prior to commencement of the meeting.
- Global norms of potential conflict of interest will be followed, with members rescuing themselves in cases involving collaborators and colleagues, among other possibilities.
- STAG will also contribute to the roadmap/policy through:
  - *Consensus building and connecting research:* Convening experts to assess problems, analyze available information, and develop effective policy recommendations; consulting with and catalyzing policy makers, business leaders, and relevant public and professional communities
  - *Promoting targeted research*
  - *Synthesizing information:* Conducting critical reviews and analysis of available scientific and policy information and generating authoritative, accurate, and current policy practices; making current information widely available to educate and inform researchers, government policymakers, and industry people across the nation
  - *Forming interdisciplinary partnerships* Working collaboratively with a wide range of researchers and experts to develop and support new initiatives, and fostering creation of a forum or an appropriate platform.

**(C) Technical Expert Committees (TECs):**

- TEC will evaluate the proposals for taking them to next stage e.g. short listing of proposals for presentation; recommending the projects to the STAG Committee for consideration.
- TEC will review review/monitor ongoing and completed projects with total sanctioned budget up to Rs. 5.00 crore. Project Co-ordinator/ Principal Investigators of all projects will be called for presentation once during mid-term and once on

completion of project. Annual reports can be reviewed by TEC based on two reviewers comments. For annual release of grant reviewers comments can be considered if, TEC is not being scheduled in next four weeks.

- If required TEC may also recommend special site visit and/ or 2-3 members projects monitoring committee in specific projects.
- TEC will consider and make recommendations for re-appropriation between different heads of budget of the ongoing / completed projects within the sanctioned budget etc.
- TEC will consider and make recommendations for change in sanctioned equipment.
- TEC will consider extension of timelines of the specific milestone and project completion date and, revision in the milestones if required.
- The composition of the TEC may be changed wholly or partially and new members may be included as and when deemed necessary for achieving the primary objective of the programme.
- The TEC will work in accordance with the guidelines for implementation of R&D programme adopted/ revised by the Department from time to time.
- Committee members will be covered by the Policy on Conflicts of Interest and are required to declare any interests that could give rise to a conflict of interest with their role prior to commencement of the meeting.
- Global norms of potential conflict of interest will be followed, with members rescuing themselves in cases involving collaborators and colleagues, among other possibilities.