



## Department of Science & Technology & Renewable Energy Chandigarh Administration

Paryavaran Bhawan, 1<sup>st</sup> Floor, Sector-19B, Madhya Marg, Chandigarh  
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### **FORMAT FOR SUBMISSION OF RESEARCH PROPOSAL**

1	Title of the Project	
2	Name and complete address of Principal Investigator including mobile number	
3	Name and complete address of Co-Investigator (s)  (preferably not more than two)	
4	Detailed objectives/aims and Brief methodology of the project	
5	Name of Specialist, if any, who has been consulted for the proposed project	
6	Name of other institution(s) involved in the project and brief details of involvement	

7	Whether the project is related to the problems of area of U.T., Chandigarh? If so, how?	
8	Whether in your view a similar type of project has been or is being launched in India elsewhere? If so, brief details thereof	
9	Whether the project has been approved by the institute's research committee/ any other appropriate committee of the institute? Details thereof	
10	Name and address of three references	
11	Duration of the project	
12	Detailed financial involvement	
	Recurring	
	Non recurring	
	Total	

13	<p>Details of earlier project(s), if any, sanctioned by this Department</p> <ul style="list-style-type: none"><li>i) Title of the Project</li><li>ii) Sanction No. and Date</li><li>iii) Duration</li><li>iv) Date &amp; No. vide which Final report submitted to this Department</li><li>v) Whether Utilization Certificate &amp; Statement of Expenditure have been submitted or not? If not, reasons thereof</li></ul>	
14	Any other relevant information	

The following certificates will have to be given by the Investigator (s) / Head of the Institution along with the proposal: -

- I. Certified that all basic and administrative facilities available in the Institute / Organization will be provided to the Investigator(s).
- II. Certified that the Clearance/permission/recommendation from the institute of the Co-Investigator/s (in cases where the PIs and CIs are not from the same institute) has also been obtained and copy enclosed with the proposal.
- III. It is, further certified that no financial assistance is sought from any other agency/sources for this proposal.
- IV. It is certified that the project / proposal has been submitted to /cleared by the Ethics Committee of the Institute and copy of clearance is enclosed herewith/ will be submitted in due course by \_\_\_\_\_ (mention date).

Or

It is certified that the project / proposal does not require clearance from the Ethics Committee of the Institute

- V. The undersigned also agrees to abide by the terms and conditions of the grant set forth by the Department of Science & Technology & Renewable Energy, Chandigarh Administration, including timely submission of Audited Statement of Accounts, Utilization Certificate as per GFR, Final Report etc.

**Principal Investigator**

**Co- Investigator(s)**

**Head of Department**

**Head of Institution**

## **CHECKLIST FOR SUBMISSION OF THE RESEARCH PROPOSALS**

To avoid the rejection of the proposal project proponents are requested to ensure the following:-

1	Correct and recent format (8 set, one original and 7 copies)	
2	Soft copy (both in <i>scanned pdf</i> and <i>word</i> format) of the proposal (either in a CD or through email at <a href="mailto:dstchandigarh17@gmail.com">dstchandigarh17@gmail.com</a> ) submitted	
3	All the columns of the format are filled and none is left blank (where a field is not relevant please write NA).	
4	Copy of approval by the institute's research committee/ any other appropriate committee of the institute	
5	Where the PIs and CIs are not from the same institute, Clearance/permission/recommendation from the institute of the Co-Investigator/s	
6	Copy of ethical clearance (wherever required) or undertaking that the same is not required	
7	Certificate by the Investigator (s) / Head of the Institution	
8	Details of all the previous projects have been provided	

## **GUIDELINES FOR FORMULATION OF RESEARCH PROPOSAL**

1. The proposal in the enclosed format in '**8**' set (one original and 7 copies) is to be submitted along-with its soft copy.
2. The proposal should be relevant to the area of UT Chandigarh and may not override the objectives contained in the proposals already sanctioned by the Chandigarh Administration.
3. The proposal should be feasible to be concluded once for all.
4. Only provisions for that equipment should be demanded which is of utmost necessity for the research project and which is not available in the institution concerned.
5. The proposal, preferably, may be of short duration i.e. for one year only.
6. A new proposal from the Principal Investigator who has already in hand a project approved from the Chandigarh Administration, Department of Science & Technology & Renewable Energy (DST&RE), will not be considered.
7. Each proposal will have a minimum of one and preferably not more than two Co-investigator in addition to the Principal/ Chief Investigator.
8. No provision for staff like social workers, field workers, lab attendant etc. will be considered.
9. Any Principal Investigator, who has earlier worked in a Research Project, funded by this Department as Principal Investigator/ Co- Investigator, and the Accounts of the Projects are not settled, will not be considered.

## **THE RESEARCH SCHEMES BASED ON THE FOLLOWING POINTS WILL BE PREFERRED**

- i) Communicable diseases as related to UT Chandigarh viz. Water Borne Diseases and their management.
- ii) Epidemiology of Non-Communicable Diseases and Methods of their Control.
- iii) Water Proofing of buildings, Rain Water Harvesting.
- iv) Pollution Measurements and Prevention.
- v) Traffic Control and Parking Management.
- vi) Cost effective building Materials.
- vii) Processing and Preservation of Food/ fruits.
- viii) Horticultural Development.
- ix) Alternate Sources of Energy and Energy Conservation.
- x) Biotechnology - Medical & Health.

**T&Cs FOR THE UTILIZATION OF FUNDS RELEASED TO THE INSTITUTIONS FOR THE PROJECTS SANCTIONED BY THE CHANDIGARH ADMINISTRATION, DEPARTMENT OF SCIENCE & TECHNOLOGY & RENEWABLE ENERGY.**

1. The funds will be utilized within the prescribed period and for the purpose for which these are sanctioned.
2. The work and Accounts Books of the Grantee Institution shall be presented for inspection to the Director, DST&RE, Chandigarh Administration, or such other Officer as may be appointed by him in this behalf, and those instructions for better workmanship or accountancy issued by the aforesaid authority shall be complied with by the grantee.
3. The grantee shall submit the project accounts duly audited on the completion of the project to the Department.
4. On the completion of the project any unspent / unutilized balance out of the funds shall be refunded by the grantee to the Chandigarh Administration forthwith.
5. The project will become operative with effect from the date on which the sanction / grant is received by the Institute. The date will be intimated by the Institute to the DST&RE. It will, in no case, be later than 15 days after the receipt of the funds by the Institute.
6. The Chandigarh Administration would have no liability whatsoever for the absorption of staff after the completion of the project.
7. That the institution shall associate with the Administration whenever required.
8. That all equipments purchased or acquired with or with the aid of the said funds for the purpose shall remain the property of the Chandigarh Administration and shall be held by the grantee as trustee of the Administration and no part of the proceeds of the said funds will be sold or otherwise transferred or disposed off without the consent of the Administration, and if so required by the Administration, the grantee shall at his own cost insure all such equipments or things against fire.
9. That the grantee shall submit Quarterly Progress Reports of the work done on the Project to the Director, DST&RE, Chandigarh Administration. On completion of the project, the Principal Investigator will submit **5 copies** of the Project Report on the work done on the project, along with a soft copy, to the Department.

10. The grantee or his co-workers or any person connected with the institutions to which the project is entrusted shall not publish the result of the Research / Data of the Project in any of the India or Foreign Journals or in any other way without prior permission of the Administration.
11. The grantee shall not commercially exploit the results of the data in any manner whatsoever, without prior permission on the Administration.
12. The Administration shall have the exclusive right to determine whether any copy rights should be obtained for the results of the project or whether any commercial use of the results of the data should be made.
13. The Administration reserves the right to terminate the funds at any stage, if it is satisfied that the funds have not been or are not being properly utilized for the purpose for which these were sanctioned or that the progress of the work is not satisfactory. On cancellation, the amount of expenditure already incurred, along with the unspent portion of the funds shall be remitted by the grantee within one month to the Administration.
14. The grantee shall furnish an inventory of equipments purchased along with the progress report. The inventory should give the description of equipments, its cost, date of purchase and the names of the supplier.
15. The Administration shall reserve the right to transfer any equipment or stores purchased from the funds to any other department or institution of U.T., Chandigarh.
16. That if the said funds or any part thereof is not used for the purpose mentioned here in or any of the above condition is not complied with by the grantee, then without prejudice to its rights, civil or criminal or otherwise, the Administration shall be entitled to recover forthwith the amount of the funds together with Bank Interest prevalent at that time from the date of funds transferred by the DST&RE, Chandigarh Administration.
17. That if the Administration is satisfied that the whole amount of funds or any part thereof has been obtained by the grantee by misrepresentation as to an essential fact or by furnishing of false information, or at any time it comes to the notice of the Administration that the grantee was not eligible to the said amount of funds or any part thereof, the Administration may claim refund of the said amount of grant or any part thereof with interest from grantee at the Bank Rate prevalent at the time of recovery, after giving him proper opportunity to be heard, and on such claim being made the grantee shall forthwith pay the amount claimed.



18. The Institute may not entrust the implementation of the work for which the grant is being sanctioned to another Institution and divert the grant receipts as assistance to the latter institution. In case the Institute itself is not in a position to execute or complete the project, it may be required to refund forthwith to the DST&RE, Chandigarh Administration the entire amount of grants-in-aid received by it.

19. If the Principal Investigator to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the institute / Investigator will inform the same to the DST&RE and, in consultation with the DST&RE, the institute shall evolve steps to ensure successful completion of the Project before relieving the Principal Investigator.

20. That all disputes and differences arising out, or in any way touching or concerning these funds, whatsoever, shall be referred to the sole arbitration i.e. Secretary Science & Technology & Renewable Energy, Chandigarh Administration, acting as such at the time of reference. There will be no objection to such appointment that the Arbitrator so appointed is an employee of the Administration and that he had to deal with the latter to which this sanction relates in the course of his duties, and as an employee of the Administration he has expressed views on all or any of the matters in dispute or difference. The award of such Arbitrator shall be final and binding on both the parties.

21. Any of the terms and conditions set herein may be added / deleted / altered / relaxed at the discretion of the Secretary, DST&RE, Chandigarh Administration.

**FORMAT OF NOC, WHERE THE PIs AND CIs ARE NOT FROM THE SAME**

**INSTITUTE**

**(To be submitted by the institute of the Co-Investigator/s)**