

Project Reference Number  
(Not to be filled by project applications)

## **DETAILED PROJECT PROPOSAL FORMAT**

[Last Date for submission: **31<sup>st</sup> March 2009**]

## Section-I: PROJECT DETAILS

Title of the Project:

Applicant/Organisation Details\*:

Organisation Name	
State whether Principal applicant or Partner applicant organisation**	
Organisation Type	<input type="checkbox"/> Academic or Research Institution <input type="checkbox"/> Large Company <input type="checkbox"/> SME <input type="checkbox"/> Government entity <input type="checkbox"/> NGO <input type="checkbox"/> Other (please specify)
Organisation Address	<ul style="list-style-type: none"> <li>• E mail</li> <li>• Web site</li> <li>• Postal address</li> <li>• Contact Nos.</li> </ul>

Management Team (working on this project)\*

Name	Attach Brief CVs
Designation	
Qualification	
Experience details	

Project Brief (Should not exceed two pages)	<ul style="list-style-type: none"> <li>• Project objective(s) and its innovativeness,</li> <li>• Developmental time line of the project with its current status,</li> <li>• Final outcome (i.e. product/service),</li> <li>• Intellectual Right issues on inputs and on Project output,</li> <li>• Expected social and commercial usages (i.e. direct and indirect impacts),</li> <li>• Risks involved in the project,</li> </ul>
	<ul style="list-style-type: none"> <li>• Assistance and supports sought.</li> <li>• Role of each partner applicants (including principle) in the project.</li> </ul>

Competence /experience of project management team and there specific roles in proposed project area:(Not exceeding one page for each member)\*

Details of other Commitment of the project team along with their time commitments (in % terms) during project period:\*

Brief details of any Innovative project completed earlier or currently ongoing other than the project applied hereby:

Project Title	Should not exceed one pages per project
Objective	
Funding Agency (Internal funding )	
Date of initiation	
Expected date of completion	
Partners involved	
Users of the output	
Brief project summary (overall Societal and commercial impacts)	
Financial Status (total project outlay; expenditure to date)	

Infrastructure and current capacities:

Details of major equipments/infrastructure (mention model/specifications where necessary)	
Manpower (other than management team above) <ul style="list-style-type: none"> <li>• Technical person ( brief on key skills):</li> <li>• Nontechnical person</li> </ul>	

Details of organisations, institutions and other agencies involved in this project in different capacities (other than partners):

Name of the Organisation	Should Not exceed one page
Address with contact details	
Competence	
Contact person with designation	
Role in the Project	

Additional Information if any: (Not more than One Page)

- \* To be filled separately for each of partner organisation coming together for the project.
- \*\* **Principal Applicant** is the Applicant who will steer the innovation process among partners and with whom all correspondence will be done.
- \*\*\* Support agencies/partners --- An organisation/individual which has a critical role in the project but no ownership of the project.

## Section-II: Technical Information

Aim and scope of this project in terms of:

Specific technical inputs and their sources	(should not exceed one page)
Justification of these inputs	
Specific technical outputs of the project	
Status on its marketability and impacts (i.e. new development or import substitution, adaptation for other uses, possible international alliances, spin offs)	

Details of the work that has already been completed of the project:

Various Modules or stages involved in overall project development giving Information regarding specific intermediate milestones	(should not exceed one page)
Dates of initiation and planned completion (i.e. duration) of these modules	
Current status of these modules	
In case of delays; kindly state reasons/bottlenecks	

Comparison with similar or related work being done elsewhere in the country/abroad (if applicable):

Name and of the organisation	(should not exceed one page)
Brief description about the project	
How it is different from your project (i.e. in terms of target beneficiary, technology used, affordability, usage etc.)	

Details of technological risk and bottlenecks during development and commercialisation (including scaling up or replication) stages of the project with their respective alternative arrangements:

Detailed PERT/BAR chart of the project (Separate Sheet):

Details of experts whom you would invite to join the project team as full time/part time member: (enclose brief resume)

### Section-III: Financial Details

Summary of Overall Budget Requirements:

(Please provide separate breakup for each year of project duration)

	Head*	Total expenditure	Expenditure to be borne by the organisation	Amount Expected from DST	Amount from any other source
1	Equipments/Hardware				
2	Software				
3	Consumables				
4	Manpower				
5	Training				
6	Contingencies				
7	Over head				
8	Any other( pl. Specify)				
	<b>Total</b>				

\* Break up of every head has to be attached separately year wise (i.e. for year 2009-10, 2010-11 and 2011-12)

For Example: Break up of 1<sup>st</sup> Head - Equipment/Hardware to be attached will look like:

Year	Item description (under Equipment/ Hardware)	Outlay distribution		
		Borne by organisation	Amount sought from DST project	Amount from other sources
2009-10				
2010-11				
2011-12				

Preliminary profitability analysis for first 2 years since commercialisation

Year	Expected revenue volume		Expenditures		Profit before Taxes
			Operational cost*	Other costs*	
	Unit Sales	Sale price			
2009-10					
2010-11					

\* Provide details

Prepare 3 years cash flow on monthly basis for 1<sup>st</sup> year and quarterly basis for next 2 years.

## Section-IV: Market and competition

### 1. Target Market

Describe your target market. What is the estimated size of the market and your anticipated market size? Who will access the services being planned?

### 2. Marketing Strategy

Outline the detail market strategy and tools you will use to get your desired market share for the new service / product or process.

### 3. Competition

Identify your competitors. Outline your competitive strength and weakness. What impact will you have on your competitors?

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**Section- V: DECLARATION**

Endorsement by the Head of the Principal and/or partner applicants (to be given on their respective official Letter head)

1) I have read the terms and conditions for financing/governing the grant-in-aid and I agree to abide by them while submitting this innovative project proposal for consideration by Foundation for MSME Clusters.

3) In case the project is approved, I undertake to make available facilities to carry it out ,to arrange for the submission of periodic progress reports and other information that may be required by Foundation for MSME Clusters and in general to ensure that the conditions attached to the award of such grant are fulfilled by my institution /organisation.

4) I certify that in case present chief technical person is not available for any reason to continue work on this project, the following persons will be available to carry it through to completion.

Name and Designation	Signature

5) I certify that the facilities mentioned in the body of this report (as per my role) are available at my institution.

6) I certify that I shall ensure that accounts of the funds received and spent will be kept and made available on demand, as specified and required by Foundation for MSME Clusters.

7) I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by ..... to undertake the above stated commitments on behalf of my institution/organisation.

(Signature)

Name of the authorised person with designation

## Important Notes

- Innovation is defined as the process to create a new product/process from an ideation stage to its commercialisation.
- Project proposals are invited from networks involving firm(s), institutes (educational, technical and R&D), business associations, industry associations, agencies (public or private), users, etc. Each project is preferred to have an active and proven partnering to be considered as a network driven innovation i.e. prime objective of the project.
- Proposals coming from industrial associations are welcome from anywhere in India in both sectors i.e. Life sciences and ICT& Cognitive sciences.
- In Life sciences network driven (involving two or more firms and institutions etc.) innovations are welcome from Hyderabad and Ahmedabad-Vadodara clusters only.
- In case of ICT and cognitive sciences innovative proposals are invited from all over India. Proposals coming from a single firm are welcome; however, these will be subjected to a very rigorous evaluation on their networking aspects for knowledge and technical inputs, involvement of institutes and future possibilities on network(s) building on case to case basis.
- Detailed proposals will be evaluated according to parameters like Networking (degree and scale of active partnering, commitment-passion-capacities available at promoters end), Innovation (uniqueness in terms of technology, delivery, application , features ) Social/Strategic Impact(Affordability, Reach, capacity building at social and/or strategic levels), Commercial Impact( creating new consumer/revenue stream, ability to create new segments, new products, alternate options in the market) Financial Sustainability(possibilities of revenue generation from the said innovation), Feasibility of the Venture ( resource mobilisation for the said innovation and its ability to carry on as venture), Overall Impression( presentation, clarity and understanding of socio-economic-legal environment at innovator's end) etc.
- **Financial Support** under the project will be available to partially cover:
  - Development, test and evaluation necessary for establishing proof-of-applicability of product, process or application.
  - Costs of a capital nature including cost of acquisition of technology of foreign origin which is at "proof-of-concept" or design stage requiring substantial indigenous technology development (not more than 20% of cost of grant support)
  - R&D/engineering consultancy for prototype/pilot plant/trials and testing
  - Fabrication, testing and trial of prototypes
  - Industrial product design
  - Field trials
  - Market development strategy and consultancy charges, studies, surveys and training; only as a follow-up of the above
- **Financial Grant will not available** for refinancing, cost already incurred, basic research, establishment of new R&D centres, purchase of land, creation of building or any other fixed asset(except for project related equipment not available locally or with partners), conferences, workshops, etc. and for primary research or projects already being funded by funding institution

- The elements contained in the preliminary proposal(s) cannot be radically modified later while submitting detailed proposal. Given budget outlines or estimates in preliminary proposal are to be mentioned in round figures and are not expected to vary by more than 20% in detailed application to be submitted later.
- Partners mentioned in the preliminary proposal cannot be changed later while submitting detailed applications. However, in cases where partners are yet to be roped in or are in the process of discussions proposals will be considered and approval (if granted) will be subject to fulfilment of these requirements.
- In case of an applicant submitting more than one proposal each proposal should be sent separately. When submitting more than one proposal if they have been formulated with different partners (at least one partner must be different) OR different content, each proposal should have different partnerships and activities according to target innovation.
- Principle applicant (in case of proposals coming from partnering organisations and from associations etc.) will be responsible for corresponding appropriately with other project applicants.
- Project should be of duration not more than 24 months.
- Last Date for submission of Preliminary Application: 15<sup>th</sup> March 2009.
- Application to be sent only by email.
- Please send duly filled application form both in word format (Un-signed) and PDF format with Signatures.
- All cost of making the application is to be borne by the Project Applicants.
- Acceptance of application (whether preliminary or detailed) does not ensure approval of project assistance. This will be decided by the project subject to approval of Sanctioning committee. Also Project support will be available for partial cost of the project.
- The Scheme may be withdrawn at any point of time without any prior intimation

### **General Terms & Conditions for Innovation project:**

1. Approval of the submitted innovative proposal and the release of the grant is for the specific project Sanctioned and should be exclusively spent on the project within the stipulated time. The applicant(s) is not permitted to seek or utilise funds from any other organisation (Government, Semi-Government, Autonomous and Private Bodies) for this project for the same purpose. Any **un-spent balance out of the amount sanctioned must be surrendered to the Foundation for MSME Clusters through a crossed Cheque/ Demand Draft.**
2. For permanent, semi-permanent assets acquired solely or mainly out of the project grants, an audited record shall be maintained by the applicant(s). The term “Assets” include (a) the immovable property acquired out of the grant; and (b) movable property of capital nature where the value exceeds Rs 1000/-. The grant will be utilised exclusively for the approved purposes unless specific provision is made for any different purpose approved formally. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be given by the applicant(s)
3. All the assets acquired from the grant will be the property of the Foundation and should not be disposed off or encumbered or utilised for purpose other than those for which the grant had been sanctioned, without the prior sanction of the Foundation.
4. At the conclusion/ termination of the project, Foundation will be free to sell or otherwise dispose off the assets which are the property of the Foundation. The organisation shall tender to the Foundation necessary facilities for arranging the sale of these assets. The Foundation has the discretion to gift the assets to the Institute if it is considered appropriate.
5. The organisation will furnish Quaterly Progress Report of the work on the project. ((ie. if the date of start of a project is 01.04.2009 the first quaterly Technical Progress report shall be for the period 01.04.2009 to 31.06.2009, the next will be from 01.07.2009 to 30.09.2009 and so on). In addition, the Foundation may depute an appropriate person or an Expert Panel to visit the Institute periodically to review the course of progress on the work being carried out and to suggest suitable measures to ensure realisation of the objectives of the project.
6. At the time of seeking further instalment of grant, the organisation has to furnish statement of expenditure and technical progress report on the project.
7. **Any auditor deputed by the foundation, shall have the right of access to the books and accounts of the Institute maintained in respect of the grant received from the Foundation.**
9. The organisation will maintain a separate audited account for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reported to the Foundation and should be reflected in the Statement of Expenditure. The interest thus earned will be treated as a credit to the organisation to be adjusted towards further instalment of grant.
10. The organisation will not entrust the implementation of the work for which the grant is being sanctioned to another organisation nor will it divert the grant receipts to other organisation as assistance. In case the organisation is not in a position to implement or complete the project, it should, forthwith, refund to Foundation the entire grant received by it or the balance grant with it.

11. All the personnel including Research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the

administrative rules/ service conditions (for leave, TA/DA etc) of the implementing organisation. They are not to be treated as employees of the Foundation and foundation will have no liability, whatsoever, for the project staff.

12. The Foundation reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made.

13. The Project Applicants will be solely responsible for any legality involved in the innovation process as per the rule of the land. Neither Foundation nor DST will be responsible for the same

14. The project becomes operative with effect from the date on which the Draft/ Cheque is received by the implementing organisation. This date should be intimated by the Institution authorities to the Foundation. It will, in no case be later than one month after the receipt of the draft/ cheque by the Institute.

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