**PROFORMA FOR SUBMITTING R&D PROJECT PROPOSAL**

**FOR SEEKING FINANCIAL SUPPORT   
FROM DESIGN INNOVATION CENTRE (DIC), NIT MEGHALAYA**

**(Spoke Institute of DIC Hub, IIT Guwahati)**

**SUMMARY SHEET**

**1. Title of Project:**

**2. Organizations:** National Instotite of Tecnology Meghalaya

**3. Chief Investigator and other Investigators:**

**4. Nature of Project:**

Should be Innovative and application oriented Research, Design and Development (R, D&D) having production potential

**5. Objective of the Project**

**6. Brief outline of the project with specific design fall-outs**

**7. Expected outcome in physical terms (as applicable)**

**a) Proof of concept, Design, Transfer of Design and Technology (ToDT)**

**b) Nature of documents for technology transfer**

**c) Manpower trained**

**8**. **Agency with which link up is (Details may be given as applicable) established/ proposed**:

**9**. **Duration of Project:**

**10. Half Yearly-wise break-up of physical achievements with specific intermediate milestones (in terms of aims and objectives)**

|  |  |  |
| --- | --- | --- |
| **Yr** | **Duration** | **Description** |
| 01 | 1 – 6  Months |  |
| 7-12  Months |  |
| 02 | 13 – 18 Months |  |
| 19 – 24 Month |  |

**11. Likely End User(s)**:

**12. Total Budget outlay (Rs. in Lakhs)**

**NIT Meghalaya, Shillong:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Head** | **Year-wise Expenses (Rs. in Lakhs)** | | | **Total Expense**  **(Rs. in Lakhs)** |
|  | **1st Year** | **2nd Year** | **3rd Year** |  |
| Capital Equipment |  |  |  |  |
| Consumable Stores |  |  |  |  |
| Manpower |  |  |  |  |
| Travel and Training |  |  |  |  |
| Contingencies |  |  |  |  |
| **Grand Total** | | | |  |

|  |  |
| --- | --- |
| **Signature of Chief Investigator**  **Designation:**  **Date:**  **Signature of Co-Investigator**  **Designation**  **Date:** | **Signature of Head of the Institution/Organization**  **Designation:**  **Date:** |

**PART II - DETAILS OF THE PROPOSAL**

1. **Aim and Scope of the project (in terms of specific physical achievement)**

**1.1 Aim of the Project:**

**1.2 Scope of the Project:**

**2. Detailed Description of the Project**

**4. Plan of the Work**

**Methodology of implementation**

1. **Data Collection:**
2. **Development of Systems**
3. **Utilization of Project Outcome:**

**5. Pert Chart**

**PART III - FINANCIAL DETAILS**

**Table - 1 Yearly Break-up**

Budget requirements for the **Year 1** (Rs. in Lakhs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Head | Total | Part of 3 to be borne by organization | Amount payable by DIC |
| 1 | Capital Equipment |  |  |  |
| 2 | Consumables |  |  |  |
| 3 | Manpower |  |  |  |
| 4 | Travel and Training |  |  |  |
| 5 | Contingency |  |  |  |
|  |  |  | **Total** |  |

Budget requirements for the **Year 2** (Rs. in Lakhs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Head | Total | Part of 3 to be borne by organization | Amount payable by DIC |
| 1 | Capital Equipment |  |  |  |
| 2 | Consumables |  |  |  |
| 3 | Manpower |  |  |  |
| 4 | Travel and Training |  |  |  |
| 5 | Contingency |  |  |  |
|  |  |  | **Total** |  |

**Total Funding Required (Rs.) :**

**Table – 2 : Subsystem-wise Break-up for Capital Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Item Description | Qty | Total  (Rs. in Lakhs) | | Remarks |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| **Total** | | |  |  | |

**Table - 3 : Manpower Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.  No. | Designation of post | Monthly salary  (Lakhs) | 1st Year | | 2nd Year | |  | | Total Expense |
|  |  |  | No. of  Posts | Total  Exp. | No. of Posts | Total  Exp.\* |  |  |  |
| 1 | APE |  |  |  |  |  |  |  |  |
| 2 | ASPE |  |  |  |  |  |  |  |  |
| Yearly Sub-Totals | | | |  |  |  |  |  |  |
| **Total** | | | | | | | | |  |

**APE: Asst Project Engineer**

**ASPE: Associate Project Engineer**

**PART V**

**Endorsement by the Head of the Institution**

1. I have read the terms & conditions given at PART IV of this document governing the grant-in-aid and I agree to abide by them.

2. I certify that I have no objection to the submission of this research proposal for consideration by the DIC.

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 the DIC and In general to ensure that the conditions attached to the award of such grant are fulfilled by my institution/organization.

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

**Sl.No. Name Designation**

5. I certify that the facilities mentioned in the body of this report are available at my institution.

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

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

Signature of the

Head of the Institution

Designation

Date:

|  |
| --- |
| Short CV of Principal Investigator |

|  |
| --- |
| Short CV of Co-Investigator |