

Project Title

**PROJECT PROPOSAL**

**Submitted to**

**ONGC Energy Centre Trust**

By

Name of Principal Investigator

Name of the Department & Institute  
Place

Month, Year

**1. Project Title:**

**2. Duration in months:**

**3. Total Estimated Budget:**

**4. Principal Investigator:**

**Designation:**

**Department:**

**Institute Name:**

**Address:**

**Telephone:**

**Fax:**

**E-mail ID:**

**5. Co-Investigator:**

**Designation:**

**Department:**

**Institute Name:**

**Address:**

**Telephone:**

**Fax:**

**E-mail:**

## SECTION - A

### **Certificate from the Principal Investigator and Collaborating Institute/ Organization**

(On the letter-head of the Institute/Organization)

**Project Title:**

I am submitting the above titled project proposal to OECT as a collaborative research/technology development project.

1. I agree to abide by the terms and conditions of OECT for supporting research/technology development projects including posting of OECT manpower in the project team.
2. I have not submitted the project proposal elsewhere for financial support.
3. I have requested for funds for the items, which are not available with the institution for the proposed work and are absolutely essential.
4. I will not proceed on long term/ study leave/deputation during the period of project implementation, without prior intimation to OECT.

**Place:**

**(Name & Signature of Principal Investigator)**

**Date:**

### **Endorsement by the Head of the Institution/Organisation:**

Certified that Project Proposal entitled “-----  
-----” is prepared by Dr./Shri/Ms.-----  
and has not been submitted to any other institution/organisation for funding. This institute/organisation will provide necessary regular staff, administrative support and required infrastructure facilities for the project work and such facilities have not been requested in the proposal. The institute/organisation will ensure compliance of the terms and conditions of project funding by OECT and other conditions governing the implementation of the project.

**Place:**

**(Name, Signature & Seal**

**Date:**

**of Head of Institute/Organization)**

## **SECTION – B**

### **1.0 Project Title:**

### **2.0 Project Type (Choose from the following):**

- Basic Research
- Lab Scale Product /Process/Technology Development
- Product/Process/Technology Improvement
- Pilot Scale Development
- Pre-Industry Model Development
- Technology Demonstration/Validation
- Field Implementation/Trials of Product/Process/Technology developed
- Others

### **3.0 Introduction and Review of Literature:**

3.1 Current status of Work being done in other Institutions and Industries in the country:

3.2 Current status of work being done on International scale:

3.3 Details of previous work and ongoing work of PI and Institute/Organisation in this field and expertise available with PI/Group/Institution/Organisation:

3.4 Patent search reports and the details of patents filed and granted to the PI/institute in the related field(s), if any:

(Please provide references of the work/literature referred in the proposal)

### **4.0 Project Objectives:**

- Broad Objectives
- Specific objectives

### **5.0 Relevance of the work / Benefit to OECT/Country:**

### **6.0 Project need and Justification:**

(Please also include definition of the problem)

**7.0 Methodology and Work Plan:**

7.1 Please provide details of the proposed methodology to address the research and achieve the proposed out put in a time bound manner. Also provide the time schedule for major monitorable activities through a bar chart.

**7.2 Time Schedule for Activities through Bar Chart:**

Sl. No.	Major Activities	Time Period		
		(A)	(B)	(C)

**7.3 Milestones to monitor the Progress & Release of Installments:**

No.	Milestones/Targets	Month from Start Date	Estimated Amount Requirement	Justification
i)				
ii)				
iii)				
iv)				
v)				
vi)				
vii)				
viii)				
	<b>Total</b>			

**Note:**

- \* Please indicate project budget linked performance milestones (technical as well as procurement related) to facilitate release of installments. Non- achievement of milestone may result in delay in release of budget amount. Justification for the milestone and proposed amount required must be provided.
- \* Number of milestone based installments will also depend upon the total duration of the project.

- \* Technical output/progress linked milestones are required to regularly monitor the technical progress of the project and decision points to review the course of actions under the project.

**8.0 Potential Users, Market Assessment and suggested Plan of action for utilization of expected Project Output:**

**9.0 Deliverables:**

9.1 Please specify the Project Specific Output:

9.2 The other deliverables during / at the end of the project among other things will include:

- a) Details of Research Papers/Technical Documents;
- b) Project Reports (Monthly & Quarterly);
- c) IPR/Patents etc. including supply of samples of product/materials, essential for demonstration of process/protection of IPR or validation (For example: For biotechnology/microbiology project bacterial cultures, nutrient medium recipes, maintenance and deposition protocols for the isolates is required).

9.3 On completion of the project, other deliverables will include:

- a) Final Project Report;
- b) Detailed Documentation on proposed Technology/ Know-how on the Process/ Product and Safety Protocols (if applicable), which are prerequisite for further scaling up or pilot production;
- c) Audited financial documents;
- d) Audited list of assets.

## SECTION - C

### 10.0 Budget

#### 10.1 Budget Estimates (Budget head wise break-up for the proposed project period)

	<b>Budget Head</b>	First year	Second year	Third year	<b>Total</b>
	Capital Equipment				
	Manpower*				
	Consumable				
	Travel**				
	Contingency				
	Any Other				
	Overheads ***				
	<b>Total Estimated Budget</b>				

**Note:**

- \* Manpower budget may be calculated based on Consolidated Fellowship provided by OECT (at prevailing rates). The current rates in 2013-14 are Rs. 25,000/-per month for graduates (JRF) and Rs. 30,000/- pm for post graduates (SRF).
- \*\* Travel budget should normally be used for domestic travel related to project work. However, in exceptional case travel budget could be utilized for foreign travel after giving proper justification and obtaining prior written permission from OECT.
- \*\*\* Overheads charges will be provided as per the following norms of OECT:
  - Project budget up to Rs. 1 crore - 15% of the project budget
  - Project budget > Rs. 1 crore and up to Rs. 2 crore – Rs. 15 Lakhs, Maximum 10 % of the project budget
  - Project budget > Rs. 2 crore - Rs. 20 Lakhs, Maximum 5% of the project budget, subject to a maximum of Rs. 50 Lakhs
  - Release of funds on account of over heads for the financial year will be made on at the end of each financial year on receipt of audited statement of account for the releases already made. No part or pro-rata release of funds for overheads will be considered.
- # 10% of the project budget, subject to a maximum of ₹ 25 lakhs will be paid after submission of final report, financial documents and confirmation of receipt of all other deliverables by OECT.

## **11.0 Justification for Budget (to be given for all the heads in Budget Estimates)**

### **11.1 Equipment:**

Sl. No.	Generic Name of the Equipment	Estimated Cost	Purpose
i.			
ii.			
iii.			
iv.			

### **11.2 Manpower:**

Sl. No.	Designation	Monthly Rate	Duration in Months	Estimated Amount	Purpose
i.					
ii.					
iii.					
iv.					

### **11.3 Consumables:**

Sl. No.	Item	Quantities	Estimated Amount	Purpose
i.				
ii.				
iii.				
iv.				

#### **Note:**

- a) Release of installment will be linked to achieving specific milestone(s) as approved by OECT and submission of progress report. No. of installments will depend upon the duration of the project and the specific milestones agreed by OECT.
- b) The actual release will be made on receipt of progress report, audited statement of account for the installments already released and any other deliverable/monitorable activities specified in the approved project agreement and satisfaction of OECT in this regard.



- c) Interim statement of accounts during a financial year can be submitted duly verified and authenticated by the Head of Finance Department of the Institute.

## **SECTION – D**

**12.0 Details about the Institute/Organisation (Please also specify whether Central/ State/ Private / Autonomous):**

**13.0 Infrastructural Facilities including capital equipment available with the Institute (relevant to the project work):**

**14.0 Details of any MoU or NDC with any other Agency/ Institute/ Industry in the proposed and/or related field(s):**

**15.0 Biodata of Principal Investigator and Co- Investigator with details of previous experience of Project Proposer in proposed area of work, patents and publications etc., if any:**