

Format for submitting project proposal

Section 1: project summary

Give project title, PI name, Co-PI from the Institute and Co-PI from ISRO side (mandatory to speed up the process of project sanction), name of Institution (s) involved before writing the summary.

Written in telegraphic language, the summary should give an account of (a) research objectives (b) methodology to be adopted and (c) expected outcome of the project. This summary may be published in the list of on-going projects and will be widely circulated amongst scientists/scientific institutions interested in the subject. In order to facilitate the circulation, a list of potentially interested individuals/institutions (with addresses) is required to be furnished along with the proposal.

Section 2: Origin of the Proposal

Identify the stimuli, which prompted preparations and submission of the project proposal to the STC. The source of stimuli could be other reports published by STC, proceedings of a special workshop/ seminar, announcements by ISRO on Thrust Area Programmes, earlier project etc. In all such cases, give specific details so that the source is clearly identifiable. If the project has no such origin, please state so.

Section 3: Definition of the Problem

Please give precise technical statement of only those problems which the project is expected to cover with the specified duration (normally 3 years). Do not include statement, instead, a straightforward definition of the problem.

Section 4: Objectives

Instead of an essay, it is suggested that the objectives be spelled out point by point in telegraphic language keeping in view the definition of the problem outlined in section 3.

Section 5: International Status & National Status

Please indicate the recent development in the proposed field of work, both in the country and in the other part of the world. This should be in 2 separate parts (namely Indian and international situations) and based on literature survey, inclusion of list of important review articles, if available, is recommended. The section will enable the referees to appreciate the effort that has been put in preparing the project proposal.

Section 6: Relevance of the proposal in Indian/ISRO context

The importance of the project should be brought out in this section in the light of the Indian/ISRO context. If the proposal is prepared in consultation with ISRO Scientists/Engineers please indicate the presenter's name and address. (It is advised that the project proposal be discussed with ISRO before submitting for funds)

Please indicate the matters relating to scientific and technical advancement of knowledge, issues concerning application of the new knowledge to the needs of ISRO for promoting Space Technology in the country.

Section 7: Review of the available expertise within the investigation group/institution

The section is essentially to summarize the background of the investigators. Bio-data of the Principal Investigators who are already in position and available for the project are to be given here, to establish credential for undertaking the project and to highlight relevance of the project to the research already going on in the sponsoring institution.

While providing the list of publications include (a) names of journal/Publisher etc.

Summery details of the projects (completed/on-going or proposed) with different Investigators may be given.

Section 8: Work plan/ Methodology

It is essential that from this statement the other experts in the field should get a clear understanding of the research technique to be employed in the project as distinct from data/sample collection activities and routine activities. Further, the description should indicate precisely how the stated objectives will be achieved. Discuss different methods of approach in order of priority.

Section 9: Time schedule

On the basis of work elements identified earlier, the time schedule should be drawn. Here specific indications of milestone will help in periodic evaluation of the progress of the project. It is once again cleared here that lead-time for creation of infrastructural facilities be computed on realistic basis.

Section 10: Budget

Summery of the budget (year wise) may be prepared after filling on Budget for manpower and Budget for permanent equipment. Give realistic estimate of costs of different items involved. While doing so, please ensure that all the constraints have been

taken note of and time of different activities properly estimated.

All costs are to be expressed in rupees only.

Section 10.1.

A : Budget for manpower

While major part of the project work is to be carried out by the principal Investigator and Co-Investigators. Some additional Scientific and technical personnel may be asked for working full time on the project. Please assess you're your additional requirements carefully taking into account the level of personnel required and their likely availability for working on the project. You may like to select your requirement from amongst the following categories of personnel.

- (i) Post-doctoral or equivalent (scientist/professor)
- (ii) Personnel with two to three years of research experience
- (iii) Fresh Post-graduates or equivalent
- (iv) Technical staff
- (v) Secretariat

Salaries payable are to be expressed in lump-sum indicating the regular scale of pay. "Full-time" personnel are those who would be recruited fresh or employed from existing staff of the institute full time for the project (and their salaries /wages debited to project account). People who are already in position and whose honorarium/ job-rate payment/over-time allowance/ part of salary is to be debited to project account, may be classified under part-time personnel. For both categories of personnel, the extent of involvement, especially for computation of budget estimates, may be expressed in terms of man-months per year.

Please prepare the list in descending order of salary. Personnel with same designation but with different salary are to be shown separately.

B: Justification for salaries & wages

Justification for number and level of stuff to be recruited, their year of deployment and comments on whether personnel from institutions will be deployed on deputation basis.

Section 10.2.

A : Budget for other costs

Some projects may have special requirements not covered under section 9.1 costs for such requirements are to be indicated in this section specifying the item under i & ii.

Contingencies are meant to cover incidental and other miscellaneous expenditure.

B: Justification for other costs

Please specify the special requirements. These requirements could be of computer time, payments for using specialized instrumentation facilities etc. The basis of calculating the costs should be clearly stated.

Section 10.3.**A: Budget for permanent equipment**

Specifically list all items of permanent equipment costing RS. 1000/- or above, or requiring import. Other minor items may be clubbed.

Be as specific as possible while naming, the equipment. Indication of the make and model will help identifying the exact nature of the equipment better. Include provisions for installation charge, inland transport insurance etc. in the estimated cost.

B: Justification for permanent equipment

Justification for each item of equipment (including their accessories, specific characteristics, resolution etc. in relation to specific experiments/measurements/tests) contemplated in the project is to be given.

State what efforts will be made to utilize existing equipment in your department, other departments of the institution, other institutions in the neighbourhood.

In case of a demand for import of equipment, give reasons why indigenous models, if available cannot be used.

General Terms and Conditions:

The project investigator may submit;

CERTIFICATE FROM THE INVESTIGATORS

Certified that the project proposal entitled -----
----- will be carried out in ----- (name of
the department) subject to approval of the proposal for funding from IRO-IIT(B), Space
Technology Cell. The proposal is not currently under consideration for financial support
from any other agency.

Name and Date

Signature

1. Principal Investigator

2. Co-investigator

CERTIFICATE FROM PROPOSING INSTITUTION

Certified that ----- (name of the department) welcomes the participation of -----(PI) and ----- (Co-PI) in the project entitled ----- to be taken up by the ----- (Dept.) subject to funding by ISRO-IIT(B), Space Technology Cell and that the necessary facilities for carrying out the work will be made available to the investigators of the project.

Head of the Department

Date :

1. Certificate from the Investigator
2. Endorsement from the Head of the Institution