

Guidelines for preparation, submission and approval of Research Project proposals

A. Submission of Concept Note

1. All Concept Notes should be submitted in the prescribed format (**Annexure-I**), which is applicable to all CSB, collaborative and externally funded projects. Concept Note should include a brief introduction about the field problems/issues that the project is aiming to address including the Rationale of the proposal.
2. Origin of the research problem viz., actual problem existing, information/ feedback from Farmers/stakeholders, Extension personnel, Dept. of Sericulture, Industry partners, Consultation Meets, Fellow Scientists etc., essentially should be included in the Concept Note.
3. The Concept Note should also clearly bring out the current status i.e., availability of traditional knowledge/ information/ technologies to solve the problem in India & elsewhere, their merits & demerits, and the gaps to be filled in through the proposal. It shall also include brief methodology to be adopted, availability/ requirement of facilities, expertise with role clarity if it is multi-institutional proposal, besides time line for accomplishment of the task.
4. All Concept Notes should be accompanied with the minutes/ observations of the Research Council (RC) wherein the research problems/ themes are discussed and approved. Discussion points and comments/ modifications suggested by the RC should be recorded in the minutes to ascertain whether the same are included in the Concept Note. Research Council can be held once in every three months or more often as per requirement.
5. Output utilization status of the project(s) completed during the last five years by the Principal Investigator.
6. Each Concept Note submitted following the above requirements will be cleared by the Research Coordination Section of Central Office in about 10 days of its submission.
7. No Concept Note should be made into a research project or presented during the meetings of RAC, RCC etc., without the approval of RCS, Central Office and final clearance of respective RC.

B. Submission of Research Projects

1. Only Central Office approved Concept Notes should be made in to research project proposals.
2. The research projects should be submitted in the **MIS** format (**Annexure-II**) for project submission with clear focus on the research problem, its origin, current status, gaps, methodology to be adopted, availability and requirement of facilities, expertise/ manpower, expected output, utilization and its outcome, head-wise budget etc. The projects for external funding may be submitted in the format of respective agency.
3. All research projects should have a minimum of two scientists viz., one as Principal Investigator (PI) and the other as Co-Investigator (CI). For multi-institutional/ multi-disciplinary project, number of CIs may be increased as per requirements. In case of transfer/retirement of the PI, the CI-1 (if more than one CI) shall take the responsibility of

the PI and complete the project as per the milestones. In such cases, the handing over of the project register/ data/ project output/ research materials/ equipment shall be certified by the Project Coordinator/ Head of the Section/ Director of the Institute, under intimation to the RCS.

4. Single institutional projects should not have more than 2-3 scientists. However, in case of multidisciplinary/ multi-institutional projects, a scientist from each discipline/ institute may be included.
5. Each scientist should not be handling more than 4 projects (as PI and/ or CI), with at least 20% of the time should be spent for a project to become the CI and more than 30% to become the PI.
6. Additional manpower in the form of RA/SRF/JRF/Project. Asst. should be bare minimum and should be need based for effective execution of the research project.
7. Procurement of expensive instruments/equipment should be done very judiciously, especially those which cannot be utilized for other projects/experiments. In such situation, outsourcing should be explored, both within and outside CSB.
8. Project proposal shall include quarter-wise milestones with precise work component and progress would be measured against these milestones on quarterly basis. This shall avoid extension of the project period.
9. All collaborative projects (with non-CSB institutions) should be accompanied with a draft MOU clearly stating the roles and responsibilities, IP rights, and other credit sharing modalities with the collaborators for vetting and approval at CO level. Collaborative projects with Non-CSB Organizations should be proposed only when scientific manpower in specialized fields/ high end equipment/ testing is not available with the investigating group/institute or outsourcing of work component is essential. No collaborative projects should be initiated without signing an MOU/MOA.
10. The research projects should be reviewed by at least three subject experts, with minimum two of them actively involved in research at present. The research projects along with referees' comments and ATR on it should be presented in the Research Council meeting. Modifications, if any, suggested by the RC should be incorporated in the projects before presenting it in the RAC meeting. The research projects along with the recommendation of the RAC should be submitted to Central Office for final consideration, approval and allotment of the Code. It may be noted that RAC is only an advisory body and it has no authority to approve any project. The approval of the project is the prerogative of the Member Secretary.
11. All New projects approved by the Member Secretary should be presented in the RCC meeting for review and concurrence. **No project without the approval of the Member Secretary should be presented in RCC meeting.**
12. A separate project-wise register should be maintained by the Principal Investigators of all the approved research Projects with details of allocation and utilization of resources including manpower, chemicals, instruments, travel etc. should be maintained for each of the projects for internal monitoring during project period and analysis on conclusion of the projects.

Format for Submission of Research Project Concept Note

i	Title of the project	
ii	Objectives	
iii	Duration	
iv	Type of project- Institutional (single/multi-disciplinary), / multi-institutional	
v	Investigators (at least one PI and one CI)	
vi	Total budget (item-wise break up may be furnished if instruments and manpower is required)	
vii	Additional manpower requirement, if any, with justification	
viii	Definition of the problem	
ix	Origin of the Research proposal with flow chart on the evolution of the project proposal.	
x	Current status of the problem and the information/ technology availability	
xi	Suggested Methodology	
xii	Expected outcome and utilization	
xiii	Observations/ recommendations of the Research Council	
xiv	Utilization status of the output of the projects completed during the last five years by the Principal Investigator.	

Format for Submission of Research Project Proposal by CSB Institutes**PART I: GENERAL INFORMATION**

1	Project Title	
2	Project Code (will be assigned by CO)	
3	Category of the project	
4	Specific area	
5	Duration of the project	
6	Total Budget (Rs. Lakh)	
7	Name of the project submitting institute	
8	Name of Collaborating Institutes (if multi-Institutional) [<i>MOU on credit sharing should be accompanied for collaboration with Non-CSB Institutes</i>]	
9	Name(s), designation(s) and Address of the Principal investigator(s)	
10	Name(s), designation(s) and address of the Co-investigator(s)	
11	Name, Designation and address of the Project Coordinator (If any)	
12	Additional manpower requirement with justification	
13	Requirement of new instrument(s)/ infrastructure with justification	
14	Project Summary	[This should briefly include the problem or reason for taking up the proposed work, the aims/objectives, the work to be carried out and the expected outcome and its utilization]

PART II: PARTICULARS OF INVESTIGATORS

12.	Principal Investigator Name	[There shall be one Principal Investigator and at least one Co-Investigator. In case of multi-institutional projects, there shall be one PI and at least one CI at each institution. Too many investigators should not be added without specific work]
	Date of birth	
	Sex	
	Indicate whether Principal Investigator/Co-investigator	
	Designation	
	Department	
	Institute/university address:	
	Details of the project completed and output utilization during the last five years	

13.	Co-investigator		
	Name		
	Date of birth		
	Sex		
	Indicate whether Principal Investigator/Co-investigator		
	Designation		
	Department		
	Institute/university address:		
14	Coordinator		
	Name		
	Date of birth		
	Sex		
	Indicate whether Principal Investigator/Co-investigator		
	Designation		
	Department		
	Institute/university address:		
13.	No. of projects being handled by each investigator at present:	<u>As PI (%)</u>	<u>As CI (%)</u>
	1.		
	2.		
	3.		
14.	Proposed Research Fellows	[Detailed justification with work sharing is a must]	

PART III: TECHNICAL DETAILS OF THE PROJECT

15.	Introduction	[The introduction shall include detailed information on the following points]
15.1	Definition of the problem	
15.2	Origin of the proposal / Rationale of the study	[This should clearly indicate what prompted/or the need of undertaking this project, and how the investigators propose to reach their goals. This should be logical and supported by the connected work, relevant hypothesis, key questions, etc.]
15.3	Problem(s) identified	Should be precise and supported with relevant information etc.
15.4	Relevance of the problem to sericulture/ silk industry and expected outcome	[This should clearly indicate why this study is needed and what could be the outcome in terms of economic & qualitative output or contribution to the society.]
15.5	Current status of research on the problem/ area (i) National level (ii) International level	[Give details of research carried out in the subject with supporting documents/citations and gap in the available information/technology to be filled in]

15.6	Importance of the proposed project in the context of current status	How the outcome of the project going to benefit the sericulture industry
15.7	Objectives	[The objectives must be in bullet form and unambiguous. This should be followed by a short paragraph indicating the methods to be followed for achieving each of the objectives and verifiable indicators of progress.]
15.8.	Anticipated products, processes/technology packages, information or other outcome from the project and their expected utility	[This shall indicate the utilisable output and how it can utilised and its advantages]
15.9.	Expertise available with proposed investigation group/ institution on the subject of the project	[This should briefly indicate the capabilities of each of the associated investigators required in carrying out various activities of the proposed project]
16.	Work Plan	
16.1	Methodology	[This should clearly indicate in detail the procedures to be followed in taking up the proposed study / work including the experimental design, analysis to be carried out, etc.]
16.2	Organisation of work elements	[This shall contain only the organisational aspects such as the work distribution among the scientists / institutions, outsourcing if any, etc.]
16.3	Proprietary/patented items, if any, expected to be used for this project	Give details with justifications and alternative products if any available..
16.4	Suggested plan of action for utilization of the expected outcome from the project	[Give a brief plan of action to utilise the outcome assuming that the project is successful]

17. Time schedule of activities giving Quarter-wise milestones

Sl. No.	Milestone/Activity	Expected Date of		Expected Outcome/visible/measurable indicators
		Starting	Completion	
1.				
2.				
3.				
4.				

17.1 PERT Chart of the Project clearly indicating all important activities

17.2 Project implementing Institutes / Organizations

Name of the Institute/ Organization	Address of the Institute/ Organizations	Proposed research aspects	Proposed amount	Cost Sharing %

PART IV: BUDGET PARTICULARS

18. BUDGET (in Lakh Rupees): [In case of multi-institutional projects, the budget details should be provided separately for each of the institute]

A. Non-Recurring (e.g. equipment, accessories, etc.):

Sl. No.	Item	Justification	1 st Year	2 nd Year	Total
1.					
2.					
3.					
	Sub-total A:				

B. Recurring:

B1. Manpower:

Sl. No.	Position	Nos.	Justification	1 st Year	2 nd Year	3 rd Year	Total
1.	JRF/SRF/RA						
2.	Project/lab Asst.						
3.	Labourer						
	Sub-total B1:						

B2. Consumables:

Sl. No.	Item	Justification	1 st Year	2 nd Year	3 rd Year	Total
1.	Raw materials					
2.	Chemicals					
3.	Stationary, library, testing fee for samples at other institutes Seminar/Workshop/ trial, Demonstration/ Preparation of device manual etc.					
	Sub-total B2:					

Other Items:

Sl. No.	Item	1 st Year	2 nd Year	3 rd Year	Total
B3.	Travel				
B4.	Contingency				
B5.	Overhead charges				
	Sub-total (B3+B4+B5)				
	Grand Total (A+B1+B2+B3+B4+B5)				

PART V: EXISTING FACILITIES

19. Available equipment and accessories to be utilized for the project:

Sl. No.	Name of the equipment/ Accessories	Make	Model	Funding Agency	Year of procurement	Working status
1.						
2.						
3.						
4.						
5.						

PART VI: REFERENCES (List of relevant literature cited)

PART VII: DECLARATION/CERTIFICATION

A. By the Investigating Group

It is certified that:-

- a. Before undertaking the project, thorough review of the earlier work has been done and found that the research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject.
- b. This project has not been submitted to any other agencies for financial support.
- c. The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- d. It is agreed by us that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and no claim will be made on it.
- e. It is agreed, that upon transfer or superannuation, to hand over the entire information which includes documents on the project, raw & analyzed data, instruments, equipments, research material, records on financial expenditure etc., to the next person who assumes charge of the project or the CI of the project. Also agree to extend all supports without any inhibition for the successful completion of the project, whenever required.
- f. The equipments and other the basic facilities created under the project is the property of the Institute and required action will be taken as and when required for proper up keeping of the same.
- g. Agree not to share the information/technology emanated from the project without prior approval of the Competent Authority.

Signature of Principal Investigator
Name and Designation

Signature of Co-Investigator
Name and Designation

B. By the Head of the Division/Institute

It is certified that:-

- (i) The research work proposed in the project does not in any way duplicate the work already done or being carried out elsewhere on the subject and the project has not been submitted to any other agencies for financial support.
- (ii) The emoluments for the manpower proposed are those admissible to persons of corresponding status employed in the R&D Institutes of Central Silk Board.
- (iii) Necessary provision for successful implementation the project will be made in the Institute.
- (iv) If the project involves the utilization of genetically engineered organism, it is agreed to constitute an Institutional bio-safety committee as per the guidelines of the Department of Biotechnology and would follow the same *in toto*.
- (v) If the project involves field trials / experiments/ exchange of specimens etc we will ensure that ethical/government/department clearances would be taken well in advance from the concerned ethical committees/ competent authorities.

- (vi) It is agreed that any research outcome or intellectual property right(s) on the invention(s) arising out of the project shall be the property of the Central Silk Board and utilization of the same will be done in accordance with the guidelines/ permission of the CSB.
- (vii) Whenever a collaborative project is undertaken with non-CSB institutes, legally vetted MOU will be signed on credit sharing well before the initiation of the project and the project will be implemented as per the terms and conditions of MoU. A signed MOU will be submitted to CO for record purpose.
- (viii) The institute agrees that the equipment, the basic facilities and such other administrative facilities as per terms and conditions of the grant will be extended to investigators throughout the duration of the project and proper measures will be made for proper up keeping and utilization of the instrument.
- (ix) The institute assumes to undertake the financial and other management responsibilities of the project.
- (x) It is agreed, that upon transfer or superannuation of any of the Investigators, proper handing over and taking charge would be ensured. If any failure is noticed appropriate action would be initiated against the erring officers.

Signature of Division Head
Institute/ with seal
Date

Signature of Director/Officer-In-charge of Institute
Institute/ with seal
Date:

PART VIII: COMMENTS OF THE REFERRES AND ACTION TAKEN REPORT THEREOF

PART IX: RECOMMENDATION OF THE RAC
